



FOR IMMEDIATE RELEASE
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HOW TO WRITE A GRANT PROPOSAL
An in-depth look at the preparation and writing of the project description

FAIRFIELD, CA. – Writing a grant proposal is a process that requires planning, research and cultivation of potential donors, all vital components in the search for private dollars.

To help obtain the skills needed to present ideas clearly, concisely and effectively in a grant proposal, the Solano Community Foundation is offering a free workshop called “Proposal Writing: The Project Description” March 4, 2008 from 9-11 a.m. at the Solano County Office of Education, 5100 Business Center Drive, Fairfield, Waterman Room.

The workshop, first in a series of three “Proposal Writing” training courses, will be presented by Celeste Smeland, Development Director for Kala Art Institute and seasoned fundraiser and trainer.

“The project description is the essence of a grant proposal. The workshop will help grantwriters incorporate key elements of the statement of need and justify the relationship between the proposed project and the budget,” Smeland said.

“Proposal Writing: The Project Description” is part of the Solano Community Foundation’s “Basic Tools Modules,” a group of five workshops geared to those who don’t have their nonprofit 501c3 status, have just applied for it, or are brand new in the nonprofit sector.

Space is limited to 30 participants and registration is required. Please contact Jennifer Bush at 707.399.3846 to register.

The Solano Community Foundation was established in 1995, incorporated in 2000, and is dedicated to strengthening the community now and for future generations. It is a 501c(3) organization which provides the opportunity for donors to make a lasting contribution to causes in Solano County that are close to their hearts, and to build capacity in the nonprofit community. Stephanie Wolf, President and CEO of the Solano Community Foundation, can be reached at 707-399-3846.

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