



WORKSHOP OUTLINE

Grant Readiness Series

Four virtual sessions on being fundable before the opportunity appears

FOUR SESSIONS

60 MINUTES EACH

VIRTUAL

WORKING SESSIONS

Most Declines Are Decided Before You Apply.

“Most declined proposals are not rejected because the program was weak. They are rejected because the organization could not document, on deadline, what it was already doing well.”

Grant readiness is the work done before an opportunity is posted. It is unglamorous, it never feels urgent, and it is the single largest difference between organizations that win competitive funding and organizations that keep narrowly missing.

This series builds that foundation in four hours spread across four weeks. Each session is a working session rather than a lecture: teams bring their own documents, their own programs, and their own numbers, and leave each week with one piece of the foundation actually finished rather than noted down as a task.

Who it is for

- Executive directors who sign the proposals
- Development and grants staff, including part-time and contract
- Finance leads who build the budgets and hold the reporting
- Program managers whose work gets described in the narrative

How the sessions work

- Each team works on its own documents, not a case study
- A readiness audit scored in the first session and revisited in the last
- Live rewrite of one program description against a reviewer's eye
- A real budget built with full cost rather than direct cost
- A go or no-go decision run against an opportunity the team brings

THE FOUR QUESTIONS

Are we fundable? · Is this the right money? · Did we make the case? · Can we manage it?

01

FOUNDATION

Are We Fundable Yet?

What has to exist before an opportunity is worth answering?

60

minutes

What this session covers

- Governance and organizational documents a funder will ask for, and which are missing
- Describing a program precisely enough that two staff members describe it the same way
- Outcome data you can actually produce, as opposed to outcomes you can assert
- A budget that holds up to scrutiny, built on what the program really costs
- The readiness audit, scored honestly, with the gaps ranked by what they block

YOU LEAVE WITH

A completed readiness audit and a ranked list of what to fix first

Bring with you

These are working sessions. The time is spent on your own documents, not on examples.

■ Current bylaws and your determination letter

■ One program described exactly as it reads today

■ The most recent audit or reviewed financial statements

■ Whatever outcome data that program currently produces

READ BEFOREHAND

Are You Grant-Ready?

campbellconsults.com/blog-are-you-grant-ready

02

SELECTION

Choosing What to Chase

Which opportunities deserve the sixty to a hundred hours applying will cost?

60

minutes

What this session covers

- What a competitive application actually consumes in staff time, counted honestly
- Five questions that settle fit in twenty minutes, before anyone opens a document
- Conditions that change the value of an identical award: match, indirect, reporting load
- Mission drift, and how a plan specific enough to decline things protects against it
- Building a pipeline so opportunities are met a year out rather than three weeks out

YOU LEAVE WITH

A go or no-go decision on a real opportunity, and a written rule for the next one

Bring with you

These are working sessions. The time is spent on your own documents, not on examples.

- One live opportunity the organization is genuinely considering
- A list of everything applied for in the last twelve months, and the outcomes
- The strategic plan, or whatever currently stands in for it
- The full-cost budget started in session one

READ BEFOREHAND

Should You Apply for This Grant?

campbellconsults.com/blog-should-you-apply-for-this-grant

PERSUASION

03

Writing What Reviewers Score

How is this read, by whom, and against what?

60

minutes

What this session covers

- How reviewers actually work: the scoring rubric, the time per proposal, the fatigue
- Need, response, and evidence, and why most narratives argue the first and skip the third
- Making the logic visible so a reader does not have to assemble it themselves
- The budget narrative as an argument rather than an explanation of arithmetic
- Common failures: unsupported outcomes, vague capacity claims, answering a different question

YOU LEAVE WITH

One program narrative rewritten against a rubric, with the evidence named

Bring with you

These are working sessions. The time is spent on your own documents, not on examples.

- | | |
|---|---|
| ■ The narrative from your most recent proposal, awarded or declined | ■ The scoring rubric from a funder you intend to approach |
| ■ Any reviewer feedback you received, however brief | ■ The program description sharpened in session one |

STEWARDSHIP

04

Managing What You Win

What starts on the day the award arrives?

60

minutes

What this session covers

- Reading the award rather than the proposal, because the terms are frequently not the same
- The reporting calendar as the real schedule, with an owner against every date
- Allowable, allocable, and reasonable, in plain language and with the records to match
- The documentation file you will wish you had kept, built as you go
- Planning the ending from month seven, and what evidence makes the renewal case

YOU LEAVE WITH

A reporting calendar and a first-week checklist for the next award

Bring with you

These are working sessions. The time is spent on your own documents, not on examples.

- Your most recent award document, including every attachment
- The reporting requirements attached to a current grant
- How staff time is currently allocated across funding sources
- The last report you submitted to a funder

READ BEFOREHAND

What Happens After You Win the Grant [campbellconsults.com/blog-what-happens-after-you-win-the-grant](https://www.campbellconsults.com/blog-what-happens-after-you-win-the-grant)

HOW EACH HOUR RUNS

Sixty minutes, on your own documents

The same shape every week, so teams know what to bring and what will be asked of them. Instruction is kept short because the value is in the twenty-five minutes where a team works on the thing it actually has to produce.

FIRST 10 MINUTES

Where this organization stands

Each team reports what changed since the last session. Short, specific, and the reason the work gets done between sessions rather than in the session.

NEXT 20 MINUTES

The material

The concepts for that week, in plain language and with examples from real nonprofit proposals. No theory that does not change what a team does on Monday.

NEXT 25 MINUTES

Working on your own documents

The part that makes it a working session. Teams apply the material to what they brought, with the facilitator moving between them.

LAST 5 MINUTES

What is due next week

One concrete piece of homework, sized to fit a busy week, and named out loud so the group holds each other to it.

The participant toolkit

- The grant readiness audit, scored and rescored
- A program description worksheet
- A full-cost budget template
- The go or no-go decision sheet
- A reviewer's rubric to self-score a narrative
- A post-award reporting calendar

What you finish with

A scored readiness audit with ranked gaps, one program described precisely enough to survive review, a full-cost budget for that program, a written rule for which opportunities the organization will pursue, one narrative rewritten against a rubric, and a reporting calendar ready for the next award. Every template is provided in editable form so the work continues after the series ends.