



Changing Central Florida One Grant at a Time

Network News

November Program

Joan Nelson, Heart of Florida United Way

Inside this issue:

November Meeting	1
Employment/Volunteering	3
Training Opportunities	5
October Meeting Minutes	9
Awards Breakfast	11
Awards Ballot	12
Meeting Dates	13

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407-933-0870 x 235

Directors

- Lee Bailey
- Chris Howell
- Devon Massot
- Jana Parpart
- Teresa Shipley

The upcoming general membership meeting of the Grant Professionals Network of Central Florida, Inc. will feature **Joan Nelson**, Vice President of Community Impact, Heart of Florida United Way. More information about Joan Nelson appears in her speaker profile on the following page.

HFUW's mission statement is "to improve lives by mobilizing the caring power of communities." Its vision is "to engage all citizens to work together to build healthy, safe, caring, and strong communities." Additional details concerning HFUW are available on its website at <http://www.hfuw.org/>.

This month's meeting underwent rescheduling due to the upcoming Thanksgiving holiday. The **November 19th** meeting will occur at the Heart of Florida United Way Dr. Nelson Ying Center, 1940 Traylor Blvd, in Orlando. Networking and refreshments will begin at 8:30 a.m. with the call to order at 8:45 a.m.

GPN Bids Farewell to Khadija Pirzadeh

It is with much regret that President Georgiana Tynes announces the resignation of Khadija Pirzadeh from the GPN Board. Her Orange County Head Start position no longer entails writing grant proposals. Khadija has supported GPN for about 10 years, and GPN wishes her success in her future endeavors.

The mission of the Grant Professionals Network (GPN) is to provide a collegial forum to facilitate training, resource development, leadership and networking opportunities for grant professionals.



November Speaker Profile: Joan Nelson, Vice President of Community Impact Heart of Florida United Way

Joan Nelson first joined Heart of Florida United Way in 1997 as Director of Resource Management. She was responsible for the fund distribution process, where she oversaw recruitment and training of community volunteers who made recommendations for the distribution of approximately \$12 million to more than 150 social service programs.

After a short period away from HFUW, she returned in 2001 to a joint position between HFUW and the University of Central Florida, as the Director of Research and Evaluation/Campus Director of the American Humanics Certificate program for UCF. The University and Heart of Florida United Way have had a long and successful collaboration and Nelson's efforts and leadership contributed to this success.

In February 2007, Nelson was promoted to Vice President of Community Impact, an expansion of the current business model that will ultimately take Heart of Florida United Way and our community partners and agencies, through a process of identifying key community issues, focusing on the root causes and with the community's full involvement, identifying the strategies to find and measure lasting solutions.

Prior to re-joining HFUW, Nelson held a position with the Children's Home Society as the Director of Program Operations. Nelson has also been an adjunct professor in the School of Social Work and Public Administration Department for the University of Central Florida since Spring 2002. She chairs the Orange County Partnership Committee, a committee of the Orange County Commission on Aging. She represents Heart of Florida United Way on the Seminole County Alliance and the Orange County Central Receiving Center Governing Board.

Nelson has also been widely published - most recently in the American Journal of Evaluation as a co-author for an article titled "Evaluating Performance Systems in Nonprofit Agencies: The Program Accountability Scale (PAQS)" and Nonprofit Management & Leadership as a co-author for an article titled "Predictive Factors in Creating Successful Outcome Evaluation Plans."

Nelson received her MBA from Rollins College, a Masters in Social Work from UCF and a B.A. from Temple University in Philadelphia, PA. She has two grown sons and has lived in Winter Park for 24 years.



Exciting Employment Opportunities !!



**Seminole County Board of County Commissioners
Request for Proposals
GRANT CONSULTANT SERVICES
RFP-600547-08/TLR**

Scope of Work: Seminole County is seeking a consultant to provide staff with expert guidance in specialized grant programs and to assist with writing grant proposals. The County may select one or more consultants to provide one or more of the areas of expertise described herein.

The specific services required are:

- Identify and communicate grant funding opportunities
- Provide expert guidance regarding local, State, and Federal grant programs
- Review grant proposals prepared by staff as needed
- Prepare and submit grant proposals as needed
- Attend any special county meetings necessary to benefit grant proposals
- Conduct presentations and/or provide assistance to the county in developing presentations and appearances before local, State, and Federal agencies
- Advocate before all appropriate entities on behalf of the county for the county to be awarded grant funding

Ordering Instructions: This package is available on the County's website at <http://www.seminolecountyfl.gov/purchasing> (current procurements).

Due Date/Time: December 10, 2008 at 2:00 PM Eastern at the County Services Building Purchasing and Contracts Division. 1101 East First Street Room #3208, Sanford, Florida 32771.

NOTE: ALL PROSPECTIVE BIDDERS ARE HEREBY CAUTIONED NOT TO CONTACT ANY MEMBER OF THE SEMINOLE COUNTY STAFF OR OFFICIALS OTHER THAN THE SPECIFIED CONTACT PERSON.

M/WBE'S are encouraged to participate in the process.

Contact: Tammy Roberts, CPPB, FCPA

Sr. Procurement Analyst

Phone: 407 665-7115

Fax: 407 665-7956

• <http://www.seminolecountyfl.gov/> •



• <http://www.spaceflorida.gov/> •

CONTACT:

Tony Gannon

tgannon@spaceflorida.gov

Part-Time Grant Writer

Space Florida seeks part-time contractor to help write grant proposals. The individual will work with a team of people from Space Florida and the University of Central Florida (UCF) to put together education proposals for NSF, US DOE, NASA and Foundations.

Responsibilities include: reading over the RFP carefully, dividing the writing task to the 3-4 key people, collecting all the individual components, putting together a package that reads well, answering the call for proposal and submitting the proposal. Job may also include writing various proposal sections. Many grant projects may involve modifying existing narrative from other proposals.


Payment method is negotiable - individual may charge by the hour or by the contract (cost per proposal).



Exciting Volunteer Opportunity !!

Orlando's Neighborhood & Community Affairs Office seeks **four (4) City of Orlando residents** to participate in the City of Orlando/Orange County Government's Citizen Review Panel (CRP). The CRP consists of 10 City volunteers and 20 County volunteers, for a total of 30 CRP volunteers. The Heart of Florida United Way (HFUW) manages this CRP process, and meetings occur at the HFUW offices located at 1940 Traylor Blvd, Orlando, FL 32804. As a CRP volunteer, the individuals will serve on a funding panel that reviews human service funding proposals and makes recommendations to the City and County. These panels will run weekly for two/three hours during the business day starting January 12 through February 16, with a final funding workshop sometime the week of March 9. Each panel reviews an average of 10 proposals. The human service agencies attend a Question & Answer session with the funding panel to answer any questions or address any issues the CRP volunteers may have.

Below is a flyer with more details. **Please ignore the application deadline - it has been extended until the end of November.**



CITY OF ORLANDO

Volunteers Needed

who are interested in helping the City prioritize funding for
human service organizations delivering services to City residents


The City of Orlando is looking for City residents to serve on the Citizen Review Panel (CRP), a partnership between the City of Orlando, Orange County Government and the Heart of Florida United Way. CRP volunteers assist by reviewing human service agency funding requests.

As a City of Orlando CRP Fund Distribution volunteer, you need to:

- Live in the City of Orlando
- Attend volunteer orientation held in December
- Be available during the work day from January through March to attend several funding panel sessions and workshops (which average 2-3 hours, every other week)
- Review funding applications and materials

As a CRP volunteer, you have the opportunity to:

- Network with top area executives
- Develop leadership skills
- Gain insight into community needs, services and impacts
- Help local governments prioritize funding for human/social service agencies
- Make a difference in the community



For Applications or Information Contact:

Jennifer Chapin
City of Orlando
Office of Neighborhood & Community Affairs
400 S. Orange Avenue
Orlando, FL 32801
407-246-3846
jennifer.chapin@cityoforlando.net

Applications Due By
October 17, 2008



Exciting Training Opportunities !!

Proposal Writing Seminar
Course Code: WK375



Date: Tuesday, December 9, 2008

Location: Fort Lauderdale

For every grantseeker who wants to learn how to write proposals geared to foundations, and for experienced grantseekers who are initiating a foundation fundraising campaign. More than 36,000 grantseekers have strengthened their skills with the Foundation Center's most-popular seminar. Expert instructors will teach attendees to craft a comprehensive, compelling proposal package—step by step. Participants will also hear what grantmakers have to say about proposals, and gain valuable insight into the review process.

“To hear what grantmakers have actually said about proposals made this course even more instructive. I'd recommend it to any serious fundraiser.”

– Fundraising Consultant, Philadelphia

BENEFITS

- Gain the competitive edge with a well-crafted proposal package
- Learn the best way to present information
- Humanize the story to present a compelling picture
- Convince funders to become part of the organization's success and stay committed

TOPICS

- Cover letter, executive summary; message to the grantmaker
- Statement of need; data to support the case
- Comprehensive project descriptions; proof of project planning
- Organizational overview, conclusion, appendices
- Research of the funder to position the proposal
- The grantmaker's proposal review process

BONUSES

- Applicable for six continuing education points for CFRE International initial or re-certification
- Free copy of *The Foundation Center's Guide to Proposal Writing*, 5th Edition (a \$34.95 value)
- Workbook outlining all major course topics

INSTRUCTOR—JANE GEEVER

Founder of J.C. Geever, Inc., the first woman-led fundraising company admitted into membership in the American Association of Fund Raising Counsel (AAFRC), Jane is the author of *The Foundation Center's Guide to Proposal Writing*, now in its 5th edition. She lectures nationwide on subjects related to grantsmanship, volunteerism, and philanthropy.

Registration fee: \$195 (REGISTER ONLINE)

(Direct Link—http://foundationcenter.org/marketplace/catalog/product_training.jhtml?id=prod2040013)

Scholarships available for small nonprofits—Applications must be submitted five business days prior to course date. The special discount for additional registrations does not apply to scholarship recipients.

Foundation Center • 79 Fifth Avenue, New York, NY 10003 • (212) 620-4230



Exciting Training Opportunities !! (Continued)

Rollins' Philanthropy and Nonprofit Leadership Center (PNLC) announces its training:

NOVEMBER

The Art of Networking — Wednesday November 19

Renowned presenter, Annetta Wilson, will hold this session just in time for all those holiday parties. Participants will learn what to say, how to work a room and tips for being seen in the best way possible when meeting new people. The prevailing motto is to, "Put your best foot forward not in your mouth."

DECEMBER

Ready, Set, Fundraise! — Wednesday & Thursday, December 10 - 11

(Required for the Certificate in Nonprofit Management)

Funders look for proper accounting procedures, internal controls, strong and active board of directors, consistent program evaluation, and mission-based strategic planning. This workshop leads participants through the steps necessary to ensure their organizations have a strong foundation for fundraising.

Grant Budget Basics — Friday, December 12

Develop your skills in understanding and preparing grant budgets. Find out what funders want to see in a budget. You will be given templates that will help guide you through the process of developing your own grant budgets.

PNLC Proudly Presents "THE MENTOR CONNECTION"

Have you considered becoming a mentor - a Yoda to a Luke Skywalker or a Glinda, the Good Witch ,to a Dorothy?

Mentoring is one of the most significant ways that you can impact the life of a young grant professional. The Rollins College Philanthropy & Nonprofit Leadership Center (PLNC) seeks **mentors** to motivate and coach participants in its Proposal Writing series. The five-part proposal writing series gives participants a complete grasp of what it takes to write an award-winning grant request. Each mentor will come face-to-face with a participant who needs feedback on his/her written proposal. The review involves assessing strengths and weaknesses of the proposal, as well as sharing successful skills to complete the grant proposal. GPN members are encouraged to get involved in the Mentor Connection by reviewing a proposal and meeting with the creator on **Friday, December 5th, between 9:00 and 11:30 a.m.**

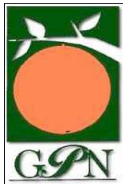
No special training is needed . . . just the willingness to care and spend time with someone who needs you. If you possess some of the qualities below, you are ready to be a mentor if you:

- Desire to help and are interested in and willing to help others.
- Have had positive formal or informal experiences with a mentor yourself.
- Maintain current, up-to-date proposal development knowledge and/or skills.
- Demonstrate effective mentoring (coaching, counseling, facilitating or networking) skills.

Now that you have passed the test, formalize your role as a mentor with **The Mentor Connection** by calling **Lee Bailey**, PLNC Program Manager, at **407-975-6414**.



● <http://www.pnlc.rollins.edu/> ●



Exciting Training Opportunities !! (Continued)

Upcoming 2008-09 GPN Trainings (Theme: Grant Professionalism)

December 10, 2008 8:00 am - 10:00 am	No Training: GPN AWARDS BREAKFAST (See Page 11 for more information.)
January 8, 2009 9:00 am - 12:00 pm	Half Day Training: SUBMITTING FEDERAL GRANTS VIA GRANTS.GOV (Intermediate to Advanced) Presenter: Lilian Draisen, Orlando Police Department Location: Orange County Public Schools, 445 W. Amelia St., Orlando, FL 32801, Conference Room 7B Cost: \$15 for Members and \$25 for Non-Members Limit: 20 Participants
February 6, 2009 One-day conference	UCF/GPN COMMUNITY PARTNERS NONPROFIT MANAGEMENT CONFERENCE (See the flyer on the next page.)
March 10, 2009 11:30 am -12:30 pm <i>TENTATIVE</i>	Brown Bag Session Topic: COMMUNITY PARTNERSHIPS Presenter: Julie Tindall, City of Orlando Location: To be Announced Cost: Free for Members and \$5 for Non-Members
April 9, 2009 11:30 am -12:30 pm <i>TENTATIVE</i>	Brown Bag Session Topic: LOGIC MODELS Location: To be Announced Cost: Free for Members and \$5 for Non-Members
May 14, 2009 11:30 am -12:30 pm <i>TENTATIVE</i>	Brown Bag Session Topic: ETHICS — HIGH STANDARDS PAY OFF IN GRANTS Presenter: Jeannie Floyd, Orange County Public Schools Location: To be Announced Cost: Free for Members and \$5 for Non-Members

Announcements and registration information are also available on the GPN website at <http://www.gpninc.org>.



Exciting Training Opportunities !! (Continued)

8TH ANNUAL CENTRAL FLORIDA COMMUNITY PARTNERS NONPROFIT CONFERENCE

SAVE THE DATE!



***Thriving Through
Creativity***

Friday, February 6, 2009

8:00 am - 4:30 pm

Where: UCF Rosen College of Hospitality Management

9907 Universal Blvd
Orlando, Florida 32819

Registration begins 12.15.08



GPN Meeting Minutes

Wednesday, October 22, 2008

Grant Professionals Network Membership Meeting Wednesday, October 22, 2008

Meeting was called to order at 8:50 am by President Georgiana Tynes. Introduced the Board of Directors, Directors and Committee Chairs.

Speaker

Sharon Couture introduced the two speakers - Bernadine Douglas and Michael Slaymaker. Michael Slaymaker started the Diversity in Fundraising topic. AFP had a previous conference with one of the topics – Diversity in Philanthropy.

Focus Areas for Diversity –

- Board of Directors – Does your board match or represent the constituency that you serve? Kresge Foundation – “Board Criteria” – types – economic, gender, ethnic/racial.
- Programs – Do they represent the organization mission?
- Donors – Same message no matter age, race, or gender. Don’t drop in and learn = get to know the community you serve. Identify the leaders in the area – build personal relationships.
- Employees – benefits, recruitment. Does your employee base match or represent the constituency that you serve?

Don’t forget the Chamber of Commerce – there is one that covers every group in America.

Two initiatives that Community Foundation of Central Florida is currently involved in –

- The African American Focus Fund
- Nuestro Futuro

Bernadine Douglas then picked up discussion sharing Hispanics in Philanthropy (see attached)

- Hispanics in Philanthropy – www.hiponline.org
- National Center for Black Philanthropy - www.ncfbp.net
- Women and Philanthropy - www.womenphil.org
- Women In Philanthropy - www.women-philanthropy.umich.edu

- Asian Americans/Pacific Islanders in Philanthropy - www.aapip.org
- Funders for Lesbian and Gay Issues - www.workinggroup.org

She also shared an article from the October 2008 – CaseCurrent Magazine – “A Gift of Her Own”. It discussed women in philanthropy (sorry the copy was too dark to add to the minutes).

The change you seek starts with you.

- Donors you talk with
- Volunteers you recruit
- Staff you hire

Books she suggested –

- Cultivating Diversity in Philanthropy by Janice Gow Pettey
- Uplifting a People – African American Philanthropy and Education by Marybeth Gasman and Katherine Sedgwick

Jeannie Floyd asked how we can begin to develop diverse resources.

- Who you can write grants to?
- Join more organizations to network with other individuals.
- Go get to know your funders. Don’t just stay in the office – build relationships.
- Broaden your scope.
- Empower & enable your program staff to develop the programs they manage.
- Know your community.

Also check out “Power & Privilege” by Tracy Brown / Annie E. Casey.

Business

Chris Howell, introduced guests – Tom Heany, Blue Moon Media; Noreen Levitt, Orlando Opera Company and Mayra Bore.

Members then introduced themselves and what organization they represent.



GPN Meeting Minutes, Continued

Wednesday, October 22, 2008

Approval of the September minutes
 Moved: Jeannie Floyd, Seconded: Cara Eule, Vote:
 Unanimous Approval

Treasurer Report – Cara Eule, Treasurer talked about “Treasurers” report – 1st quarter is when most of the membership/dues are collected. We will table the reporting until we have completed all the posting of the membership/dues.

Committee Reports –

Training – Half Day – October 14th – “Grant Proposal Workshop for Beginners” was a success with 14 individuals attending. November 13th will be the next training and it will be a brown bag here at HFUW on “Strategies for Federal Grant Applications” presented by Jeannie Floyd. You can register via our website and get more details from the flyer.

Nonprofit Advisor Council/UCF – we are collaborating with UCF for their February 6th conference. We will be coming up with four sessions. Please contact Georgiana or Jeannie with suggestions.

Award Breakfast – There will be no meeting in December we will be having the Annual Awards Breakfast on December 10th at the Galloway Room at Rollins instead. The fee is \$18 and you will be receiving a formal invitation in the mail. Please mark your calendars. Award ballots were passed out and can be found on the GPN website.

Monthly Program – November’s meeting has been moved to the 19th due to the holiday (Thanksgiving) and the speaker will be Joan Nelson of HFUW and the topic will be “Changes in the HFUW.”

Grant Awards – Lee Bailey passed around the book.

Membership – A ‘Membership Survey’ was distributed and the results are in. We had 41 individuals participate (35% response rate) and the results are posted on the website. Here are a few of the items and responses received from the survey:

- Professional Development
 - Grant Reviewers
 - Time Management
 - Research
 - How to better navigate organizational
 - Grants Management
- Why do you continue your membership
 - Networking
- Make GPN more valuable
 - Grant deadline list
 - More networking opportunities
- Locations our members come from
 - Dade
 - Broward
 - Orange
 - Seminole
 - Osceola

Collaboration/Sharing – members shared successes.

- Orlandoopera.org – has educational operas
- Rollins – Philanthropy center is looking for mentors. See Lee Bailey.
- AFP – National Philanthropy Day is November 6th (for more details - <http://www.afpcentralflorida.org/npd/default.asp>)

Adjournment at 9:46 am

*Respectfully submitted by Melanie Campbell,
 GPN Secretary 2007-2009*



**The Grant Professionals Network
of Central Florida, Inc. (GPN)**

Cordially invites you and your guests to attend its,

12th Annual GPN Awards Breakfast

“Learning Together & Training Each Other”

Wednesday, December 10, 2008
 From 8:00 a.m. to 10:00 a.m.
 At Rollins College
 Galloway Room
 1000 Holt Avenue-2720
 Winter Park, FL 32789-4499

Directions (*parking passes will be provided for all attending*):

http://www.rollins.edu/admission/admission_and_financial_aid/admission/visit_campus/map_dir_ections/index.shtml

Keynote Speech and Awards will be presented by Margot Knight,
 United Arts of Central Florida

Featuring a full Breakfast, GPN Member Recognition, Door Prize, Drawings for Mentor
 Lunches with Experienced Grantmakers and Grantseekers

Cost per person is \$18 Please respond with payment by December 1, 2008

Name (Please print) _____

Organization/Independent _____

I will attend the GPN Awards Breakfast.
 I will be bringing _____ guest(s).

Please enclose a check or money order payable to Grant Professionals Network of Central Florida, Inc. in
 the amount of \$18 per person attending.

For further information, call Bobi Bellows @ 407-898-2483, extension 26. Thank you!

2008 GPN MEMBER'S AWARDS BALLOT

Please write in the name of the *GPN member* you believe should receive the following awards for his or her service and commitment to GPN. Only members of GPN can vote with one vote per member or organization. Deadline for nominations is 11-20-08.

GPN Professional Excellence Award: Given to a GPN member who you feel is an excellent example of researching and submitting grants in a professional manner. This person is someone who is dedicated to raising funds for organizations which he/she represents and the profession of grant services. The enthusiasm and professionalism of this member stands out and impresses you.

 Name Agency or Independent Grant Professional

In one sentence, please describe why this person deserves the **GPN Professional Excellence Award:**

GPN Outstanding Mentor Award: Given to a GPN member who you feel is always accessible to mentoring new grant seekers and other GPN members in grant professionalism. The recipient of this award is a person who understands how mentoring, coaching and training others to be successful in their grant seeking can benefit our community.

 Name Agency or Independent Grant Professional

In one sentence, please describe why this person deserves the **GPN Outstanding Mentor Award:**

GPN Service Award: Given to a GPN member who you feel constantly demonstrates dedication to GPN through involvement in committees, meetings, events, etc. Think of those in GPN who give of their time, resources and experience to help further the organization and the grant services profession.

 Name Agency or Independent Grant Professional

In one sentence, please describe why this person deserves the **GPN Service Award:**

GPN Up and Coming Award: Given to a **new** GPN member who demonstrates a willingness to learn, enthusiasm, commitment, and support for GPN. This person is someone you hope to see participating in committees and being a future leader of GPN.

 Name Agency or Independent Grant Professional

In one sentence, please describe why this person deserves the **GPN Up and Coming Award:**

***NOTE:** Individuals may not receive the same award two years in a row. For more information and/or a list of previous winners, access <http://www.gpninc.org/awards/index.html#nominate>.*

Return completed ballots by email to Teresa.shiple@ocps.net or fax at 407-317-3373.



GPN Meeting Dates and Location

The location of GPN's general membership meetings is the Heart of Florida United Way Dr. Nelson Ying Center, 1940 Traylor Boulevard in Orlando. The facility is centrally located near the intersection of 441 and Princeton Street. (The specific space for GPN meetings is called the Dr. P. Phillips Community Meeting Room and is located on the facility's main / first floor.)

To adapt to United Way conference room availability, the meetings will be held the **fourth Wednesday of each month**.

The remaining current fiscal year (July 1-June 30) meetings will occur on the following dates:

- November 19, 2008 (*Rescheduled Due to Holiday*)
- December 10, 2008 (*No Meeting — AWARDS BREAKFAST*)
- January 28, 2009 (*Tentative*)
- February 25, 2009 (*Tentative*)
- March 25, 2009 (*Tentative*)
- April 22, 2009 (*Tentative*)
- May 27, 2009 (*Tentative*)
- June 24, 2009 (*Tentative*)

Editor's Corner

Please forward articles or news items for publication in the next issue to Shannon Callahan at callahas@osceola.k12.fl.us no later than **December 10, 2008**.

Many thanks to everyone who contributed to this month's issue of
GPN Network News!

Shannon Callahan, Editor
GPN Network News



The mission of the Grant Professionals Network (GPN) is to provide a collegial forum to facilitate training, resource development, leadership and networking opportunities for grant professionals.