



*Changing Central Florida One Grant at a Time*

# Network News

## August Program

**Gail Killeen**

**Corporation for National and Community Service**

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### **2009-10 Officers**

- Bobi Bellows,  
*President*  
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*President-Elect*  
407-430-7102
- Francina Dubose, MNM,  
*Secretary*  
407-365-7677
- Vacant,  
*Treasurer*

### **Directors**

- Lee Bailey
- Nikisha Bronson-Hunter
- Lillian Drasin
- Chris Howell
- Noreen Levitt
- Devon Massot

The upcoming general membership meeting of the Grant Professionals Network of Central Florida, Inc. will feature **Ms. Gail Killeen**, Florida Program Specialist/Program Officer for the National and Community Service (CNCS). More information about Ms. Killeen appears in the Speaker Profile on the following page.

For more than a decade, the Corporation for National and Community Service—through its Senior Corps, AmeriCorps, and Learn and Serve America programs—has mobilized a new generation of engaged citizens. This year, more than 1.8 million individuals of all ages and backgrounds will serve through those programs to help thousands of national and community nonprofit organizations, faith-based groups, schools, and local agencies meet local needs in education, the environment, public safety, homeland security, and other critical areas. National and community service programs work closely with traditional volunteer organizations to broaden, deepen, and strengthen the ability of America's volunteers to contribute not only to their communities, but also to our nation.

Ms. Killeen will give an overview of the CNCS program and its implication for using volunteers through VISTA and AmeriCorps in a nonprofit organization. This would include developing grant proposals for those projects.

The **August 26th** meeting will occur at the Heart of Florida United Way Dr. Nelson Ying Center (*Ted Crowell Room*), 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 Thanks Everyone Who Participated in Its 2009 Membership Survey and Announces that Results Are Now Available!**  
Visit [http://www.gpninc.org/members\\_only/](http://www.gpninc.org/members_only/) (password: grants)

*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.*



## **August Speaker Profile** **Gail Killeen** **Corporation for National and Community Service**

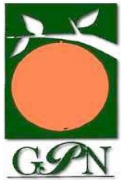
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### ***Gail Killeen, CNCS State Program Specialist***

Gail is a Corporation for National and Community Service (CNCS) State Program Specialist/Program Officer in the CNCS Florida Program Office, providing management and technical support for Senior Corps and AmeriCorps\*VISTA programs throughout the State of Florida. As a CNCS Program Officer, Gail is responsible for conducting compliance monitoring for CNCS programs in Florida. A former CNCS Senior Corps Director and Community Involvement Coordinator for two Florida School Districts, Gail has a background in both Development and Marketing. Gail has a B.S. in Education from Southern Illinois University and has presented workplace trainings on Community Relations and Volunteerism for educators, state employees and non-profit staff in Florida and at state and national conferences. Gail has worked with both federal and state government for approximately fifteen years.



To learn more about the Corporation or any of its programs, visit [www.nationalservice.gov](http://www.nationalservice.gov) or call **202-606-5000**.



# Exciting Training Opportunities !!

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

## **AUGUST**

*One Stop Board Retreat — Saturday, August 29*

During this full-day workshop facilitated by a nationally known expert in board governance, your team consisting of the CEO and at least five board members, will address board roles and responsibilities, challenges in recruiting the right board members, and their key role in fundraising.

## **SEPTEMBER**

*Certificate in Leadership Practice — Thursday, September 3 (Part I of IV)*

Offered **only once annually**, the Certificate in Leadership Practice is designed for nonprofit professionals, including emerging leaders, who are ready to take their leadership skill set to the next level. It is a one-of-a-kind opportunity!

*How's and Why's of Personnel Policies (Required for the Certificate in Nonprofit Management) — Wednesday, September 9*

Co-sponsored with the Employers Association of Florida and facilitated by Kay Wolf, you will learn how to protect your organization from lawsuits and how to draft policies that are useful and effective for your organization.

*Finding Funding (Required for the Certificate in Proposal Writing) — Thursday, September 10*

This introduction to prospect research includes ways to find potential funding partners using directories, periodicals, and online resources.

*How To File Your IRS 1023 for Nonprofit Tax-exempt Status — Monday, September 14*

In this workshop facilitated by Christin Petroski, you will gain tips and answers to the most common questions about filing the IRS Form 1023 based on legal knowledge and past applications prepared and reviewed.

*Building the Annual Fund — Tuesday & Wednesday, September 22 & 23*

This course will help you develop a solid annual campaign fund, and you will learn how to apply fundraising strategies that appeal to your donors.

*First Steps in Fundraising (Required for the Certificate in Proposal Writing) — Thursday, September 24*

In this workshop you will learn how to approach funders, the differences between an inquiry letter, concept paper, and white paper, and how to write an effective needs statement.

*Designing a Successful Marketing and Fundraising Email Program — Friday, September 25*

This full-day workshop offers a highly interactive setting for participants to share their experiences and to apply new concepts and tactics to their email marketing and fundraising strategies.



• <http://www.pnlc.rollins.edu/> •



## Exciting Training Opportunities !! *(Continued)*

THE  
GRANTSMANSHIP  
CENTER

### *Signature Grantsmanship Training Program*

**Dates: August 31 - September 4, 2009**

**Location:** Nonprofit Resource Center of the Community Foundation of Broward

The Grantsmanship Center's signature Grantsmanship Training Program is coming to Dania Beach (Fort Lauderdale area), Florida, August 31 - September 4, 2009. The program will be hosted by the Nonprofit Resource Center of the Community Foundation of Broward.

The Grantsmanship Training Program is a comprehensive, hands-on workshop that covers the complete grant development process, from researching funding sources to writing and reviewing grant proposals. More than 110,000 nonprofit and government personnel have attended this fast-paced, five-day workshop, which is followed with a full year of membership support services.

During the workshop, participants learn The Grantsmanship Center's proposal-writing format, the most widely used in the world. In addition to practicing advanced techniques for pursuing government, foundation, and corporate grants, participants work in small teams to develop and then review real grant proposals. Participants exit the class equipped with new skills, new professional connections, and follow-up services for one year, including professional proposal review, access to The Grantsmanship Center's exclusive online funding databases, and an array of other benefits. Many also leave with proposals that are ready to polish and submit.

Tuition for the Grantsmanship Training Program is \$895 (\$845 for each additional registrant from the same organization).

To ensure personalized attention, class size is limited to 30 participants. To register online, to learn about scholarship opportunities for qualifying organizations, or for more information, visit <http://www.tgci.com/gtptraining.shtml>. Or call The Grantsmanship Center's Registrar at (800) 421-9512.

#### **Half-Scholarships Available for Fort Lauderdale Training Program**

A limited number of half-tuition scholarships are still available for qualifying organizations—501(c)(3)s with an operating budget under \$300,000.

For scholarship details, call The Grantsmanship Center at (800) 421-9512.



# GPN Meeting Minutes

Wednesday, July 22, 2009

## Grant Professionals Network Membership Meeting Wednesday, July 22, 2009

The meeting was called to order at 8:45 a.m. by President Elect John O'Connor.

Approval of the June minutes-

Moved: John O'Connor, Seconded: Katherine Zimmerman, Vote: Unanimous Approval

John O'Conner acknowledged the visitors and each visitor gave a brief introduction. There were six visitors in the meeting. Of the visitors, one became a new individual member, Carol Pleasant.

### Speaker

John O'Conner introduced the speaker, Margaret Linnane, Executive Director of Rollins Philanthropy & Nonprofit Learning Center (PNLC).

Topic – "Stewardship"

(Speaker's notes are taken directly from the "speaker's notes – Many thanks, Margaret)

Margaret expressed that most of her experience is at the Executive Director level of Nonprofit Management. However, she stated that in preparation for this meeting, she made contact with several funders and will share eight summarized comments as relates to their desire relationship with their grantees:

1. A true partnership between grantor and grantee is established and maintained through good communication.
2. Provide the required progress and final reports according to guidelines.
3. Communication regarding the grant from time to time should continue during the grant award period (in addition to the required written reports).
4. Inform funders of "good news" before they read about it in the paper.

5. Inform funders of organizational "bad or unexpected news" before they read about it in the paper.

6. Communicate if/when something isn't going as planned and grant funds would be better utilized elsewhere.

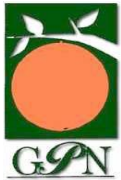
7. Don't initiate communication for the first time just prior to submitting another grant.

8. Don't send an email requesting \$250K by the end of the month.

Margaret emphasized that the work is not complete after packaging and sending out the proposal.

Thus, Margaret gave seven more bulleted notes as relates to providing good stewardship:

1. Make the relationship with the funder part of your responsibility. Get it added to your job description. Consider it preparation for the next grant you will write to that funder.
2. Draft the letter of thanks and encourage the CEO to have a few board members write letters of thanks also.
3. Notes on your calendar when EVERY progress report is due (and final report) and meet deadlines.
4. Give your CEO a newsletter for each grant funder and (maybe give him/her a cup of coffee too) and sit there while he/she writes personal notes.
5. Make a note on your calendar every quarter, and encourage the CEO to send an email just to check in, and to blind copy you for your files.
6. Make it your responsibility to think about funders and be sure they are kept informed of organizational news – good and bad.
7. Keep tabs on the activities to fulfill the grant (for the progress report you write). Encourage the CEO to communicate if all isn't going as planned. There may be alternatives.



# GPN Meeting Minutes

Wednesday, July 22, 2009

Margaret states that we should remember that although grant writing sometimes seems like “passive” fundraising, in fact, it is active. It is all about relationship, relationship...relationship is a vitally important part of this area of fundraising also. You can be key person that maintains the good relationship with your organization’s grant funders.

Additional comments from others:

- Some funders don’t require a final report, but it is good to do one and send it to the funder anyway.
- Take pictures of events and send to funders; send award letters and thank the funder for making the program an “award winning program.”

Margaret concluded by sharing information about an upcoming leadership certificate program, certificate in proposal writing – 5 part series beginning October 2nd, grant budget basics – December 1st, and demystifying government grants – December 2nd at the PNLC. She stated that calendars and her business cards are on the table in the back of the room for all who are interested. In addition, she stated that the PNLC has a Library and serves as a resource center for nonprofit administrators. If you are a member of the PNLC, you can check out books and if there is a book you want, but it is not in their Library, she may be able to order it and only require you provide the name of the book. The PNLC Library also offers use of Guide star and access to Foundation Center website.

Margaret also informed the group that member organizations get a discount on the workshops, in addition to a scholarship that offers 50% off of the cost of the workshop. They are able to offer this scholarship as a result of a grant from the Edyth Bush Foundation.

Margaret was presented with a gift from GPN by John O’Connor. This is GPN’s way of saying thanks for coming out to speak at our meeting.

## **Committee Reports**

There were no committee reports at this meeting.

## **Membership Recognition**

None at this time.

## **Monthly Grant Awards and Totals Collected**

Several members spoke on recently awarded grants. Lee Bailey passed around the list for monthly grant awards and totals were collected.

## **Collaborative Sharing & Announcements**

Julie Tindall advised the group of the Mayor’s Faith-Based and Community Service Request for Proposal that is now open to the community. It can be found on the City of Orlando’s website and the closing date is October 16th.

Francina Dubose informed the group that Olivette Carter asked her a question relating to whether or not grant writers are required to register with the Florida Department of Agriculture and Consumer Services (DACS) as a result of the Solicitation of Contributions Act. Francina stated that she called DACS and spoke with Mac Smith, the expert and experienced individual in this area of concern. He stated that grant writers are required to register with DACS under Florida Statute 496.404, Number 17. She stated that Mr. Smith informed her that grant writers employed by an agency are not required to register, as they fall under the agency’s registration. However, independent grant writers are required to register with the DACS.

Lee Bailey also called DACS and spoke with Mr. Smith and confirmed what Francina had stated. John O’Connor stated that this is an issue GPN will also look into and provide directions to GPN members.

## **Door Prize Drawing**

Julie Tindall with the City of Orlando won.

## **Adjournment**

The meeting was adjourned 9:45 a.m.

*Respectfully submitted by Francina Dubose, GPN Secretary 2009-2010*



## 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.)

The meetings occur on the **fourth Wednesday of each month.**

The current fiscal year (July 1-June 30) meeting dates include:

- **August 26, 2009 (Ted Crowell Room)**
- **September 23, 2009**
- **October 28, 2009**
- **November 25, 2009 (Tentative)**
- **December 16, 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](mailto:callahas@osceola.k12.fl.us) no later than **September 10, 2009.**

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

**Shannon Callahan, Editor**  
**GPN Network News**

