



Changing Central Florida One Grant at a Time

Network News

September Program

Gary Cain

Boys & Girls Clubs of Central Florida

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- 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 **Mr. Gary Cain**, President, Boys & Girls Clubs of Central Florida. More information about Mr. Cain appears in the Speaker Profile on the following page.

The mission of Boys & Girls Clubs of Central Florida is to inspire and enable all young people, especially those from disadvantaged circumstances, to realize their full potential as productive, responsible and caring citizens. Since 1944, Boys & Girls Clubs of Central Florida (BGCCF) has been renowned as a leading nonprofit organization and safe-haven for youth in the local community—an accomplishment only achieved through years of hard work from devoted staff & volunteers, generous supporters and tireless board members. This year, in commemoration of our 65th Anniversary, BGCCF will recognize and celebrate these special people and work toward inspiring others to join us in building a stronger legacy and making a positive impact in the lives of many more youth in the Central Florida area.

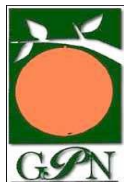
Mr. Cain will speak from an administrator's perspective on the importance of good grant planning. He will address the importance of matching the funder to the organization and collaborating with like and unlike organizations in the community.

The **September 23rd** 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.

Save the Date!

GPN's 13th Annual Awards Breakfast will occur on Wednesday, December 2nd,
in Rollins College's Galloway Room (same place as last year).

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.



September Speaker Profile

Gary Cain

Boys & Girls Clubs of Central Florida

Mr. Gary Cain, President

Gary Cain grew up in Panama City, Florida and as a youth became a member of the Boys Club. Gary attributes his success in life to the foundation and support provided by the Boys Club. Mr. Cain attended Tusculum College in Greeneville, Tennessee. He then began his career with Boys & Girls Clubs in Virginia. Later he was Assistant Regional Director in the Pacific Region where he established 23 new clubs (12,000 kids). Gary has been with Boys & Girls Clubs of Central Florida since 1994 and now oversees 31 clubs serving more than 14,000 youth. Gary obtained an MBA from Rollins College in 2004.



More details about this organization are available on its website at <http://www.bgccf.org/>.



Exciting Employment Opportunity !!

Director of Grant Activities / Grant Writer



Heart of Florida United Way (HFUW) is the largest provider of funds to our most critical health and human service programs serving central Florida. Our fundraising efforts ensure that quality health and human service programs are available for hundreds of thousands of residents of Orange, Osceola and Seminole counties. HFUW is currently seeking a **Director of Grant Activities / Grant Writer** to join its team.

Working with the President/CEO and Vice President of Community Impact, the Director of Grant Activities / Grant Writer will identify, prepare and procure health and human service grant opportunities to support the organizational needs of Heart of Florida United Way (HFUW) and Community Impact strategies. You will conduct ongoing research on health and human service secondary data and community-based research, review research findings, compile statistics and assist with tracking of Community Impact Performance Measurement Framework to support the work of Community Impact Council and Cabinets. You will be responsible for performing the following duties:

- Research and identify grant opportunities to support HFUW organizational needs and Community Impact strategies
- Prepare and implement grant procurement timelines leading to successful grant applications
- Conduct all aspects of grant submission process to include research, identification and coordination of internal and external collaborative partners, identification and collection of support letters leading to successful grant applications
- Design policies and procedures, guidelines for reporting and grant evaluation processes necessary to track the execution of all successful grant contracts
- Manage all grant contract report obligations to ensure timely and accurate submission of required reports
- Research and collect community-level indicator data from a variety of sources to assist with Community Impact Performance Measurement Framework to track baseline trends related to community indicators and the HFUW's Community Impact initiatives
- Produce written, tabular and visual materials for internal and external reports and presentations

Qualifications:

The ideal candidate will possess:

- a Bachelor's degree in the area of Behavioral or Social Services
- Public Administration
- Business Management
- Organization Development
- or equivalent experience
- 5+ years of grant writing experience
- proven successful track record including government grants
- Master's degree preferred.

This motivated team player will also possess the following skills, abilities and attributes:

- Strong existing computer skills with Microsoft Office, statistical software and general Internet and electronic communications, word processing, database and publishing software
- Excellent communication skills
- Demonstrated organizational, follow-up, analytical and problem solving skills

Benefits:

In exchange for your hard work and dedication, HFUW offers: a competitive salary, medical insurance, dental insurance, 9 paid holidays, Paid vacation, 401k, and a positive, fun working environment.

To Apply:

To respond to this opportunity, please go to: <http://www.MyChoiceEngine.com/Role/44339>



Exciting Training Opportunities !!

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

SEPTEMBER

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.

Coming Soon in OCTOBER

Start of Certificate in Proposal Writing — Friday, October 2

Nonprofit Accounting Basics — Tuesday, October 6

Planning Your Philanthropy — Wednesday, October 7

Dialogue with the Donors Luncheon — Thursday, October 8

Power and Privilege: Diversity in the Nonprofit Sector Luncheon — Wednesday, October 14

Major Gifts: Steps Toward Sustainability — Wednesday, October 21, to Friday, October 23

Why Order The 2009 Nonprofit Compensation & Benefits Report?

Use it to satisfy new IRS Form 990 documentation requirements for the organization's top executives!

The report is a comprehensive study of current compensation and benefits paid to Central Florida nonprofit personnel. This survey report ensures accurate and timely data to help nonprofit organizations set competitive compensation, analyze their own jobs and wages, and evaluate sector compensation and benefit standards.



• <http://www.pnlc.rollins.edu/> •



Exciting Training Opportunities !! (Continued)



Signature Grantsmanship Training Program

Dates: November 16-20, 2009

Location: Junior League of Boca Raton

The Grantsmanship Center's signature Grantsmanship Training Program is coming to Boca Raton, Florida, November 16-20, 2009. The program will be hosted by the Junior League of Boca Raton.

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 to obtain more information, visit <http://www.tgci.com/gtptraining.shtml>. Or call The Grantsmanship Center's Registrar at (800) 421-9512.

"Competing for Federal Grants" is Coming to Florida

The Community Foundation for Palm Beach and Martin Counties will host the *Competing for Federal Grants* workshop in West Palm Beach, Florida, **October 19-23, 2009**. The American Reinvestment and Recovery Act (ARRA) means billions of dollars in new grant opportunities for nonprofit organizations, counties, and municipalities. That short-term stimulus package, however, is only a part of the overall federal grantmaking effort. More than \$300 billion in federal grants are awarded each year. *Competing for Federal Grants* will equip attendees with the skills to develop proposals that will be competitive at the national level. It provides hands-on training. . .personal attention. . .follow-up service! This training is designed for all who need to: Understand federal funding programs; Read and interpret application guidelines; Assess, realistically, whether it makes sense to enter a particular competition; Assemble a workplan for proposal development; Develop effective, well-documented arguments; and Assemble proposals that follow guidelines and respond to the funder's requirements. Tuition is \$1195 (\$1095 for early registration). Payment no later than September 21, 2009 will qualify for the early registration discount. More information and online registration are available at <http://www.tgci.com/cfg.shtml> or by phone at (800) 421-9512.



GPN Meeting Minutes

Wednesday, August 26, 2009

Grant Professionals Network Membership Meeting Wednesday, August 26, 2009

The meeting was called to order at 9:10 a.m. by President Bobi Bellows. The start of the meeting was prolonged because the speaker had not yet arrived. She was having trouble finding the facility.

Approval of the July Minutes

Motion by: Jana Parpart, Seconded by: Joan Bailey; the vote was unanimously approved.

Incoming Speech

President Bobbi Bellows expressed that she wants to build on the work of GPN's predecessors and work hand in hand with everyone to meet GPN's mission. She stated, there is great strength in numbers and encouraged those who were not members to become GPN members and to become actively involved in the activities of the organization.

Ms. Bellows acknowledged the visitors and each visitor gave a brief introduction. There were four visitors in the meeting.

Speaker

Ms. Bellows introduced the speaker, Gail Killeen, Program Manager for the Corporation for National and Community Services.

Topic – AmeriCorps VISTA

Ms. Killeen stated that the organization focuses on three programs: AmeriCorps, Senior Corps and Learn and Serve America. Ms. Killeen stated that she would focus today on the Vista Project and explained that VISTA members build capacity for organizations. VISTA teams are community-builders, they develop, organize and sustain projects or programs for up to three years. Organizations must come up with a specific assignment for a VISTA team and have the capacity to oversee VISTA team members. The program must be a program that fights poverty in some way.

VISTA teams go in, get the job done and move on. Most of them are retired professionals or college graduates. VISTA team members cannot have a job or attend school and must be available at all times based on the need of the project.

Ms. Killeen stated that the program is a federally-funded program with over 7,000 VISTA members nationally.

The following information was provided and gives step by step instructions for applying for a VISTA team:

VISTA PROJECT START-UP TIMELINE

ESTABLISHING THE PARTNERSHIP

VISTA Concept Paper should be submitted online via EGrants website: <https://egrants2.cns.gov/espan/main/login.jsp>. Suggested deadline for submission is October 31, 2009, however Concept Papers should be submitted as soon as possible, as resources are available on a first-come, first served basis. Written notification of receipt by CNCS will be provided to applicant via email within approximately 14 days of receipt.

Step 2:

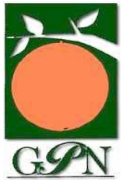
CNCS Staff will review for suitability. Notification of approval or rejection of Concept Paper will be provided to applicant approximately within 14 days via EGrants.

Step 3:

If the Concept Paper is approved, then applicant will be invited to complete the Application in EGrants. Although there is no deadline for submission, the Application should be completed and submitted as soon possible.

Step 4:

After The Application is received and reviewed, CNCS staff will follow up with applicant regarding any necessary modifications. Notification of approval or rejection of The Application will be provided in EGrants approximately within 14 days.



GPN Meeting Minutes

Wednesday, August 26, 2009

Step 5:

Within 14 working days of approval of The Application, the CNCS FL State Office will seek Governor's approval.

Step 6:

After the final Application and Governor's response letter have been submitted, a Memorandum of Agreement will be sent to sponsoring organization 60 days prior to project start date. The Sponsoring Organization must review, sign and return Memorandum of Agreement within 10 days.

TRAINING AND MEMBER RECRUITMENT

Step 7:

VISTA Project Supervisor must attend VISTA Supervisor's Training conducted by the CNCS FL State Office or attend the Supervisor's Orientation in Atlanta, GA to be tentatively held in December, 2009. Travel paperwork must be submitted to CNCS FL State Office by November, 2009. VISTA Supervisors must attend Supervisor's Orientation 1 month prior to the recruitment and selection of VISTA candidates that will serve on the project.

Step 8:

VISTA Member Recruitment and Selection should start immediately following VISTA Project Supervisor's participation in the Supervisor's Orientation.

Step 9:

VISTA member application materials are due to CNCS, for final approval, no later than 30 days before a schedule Pre-Service Orientation. The Florida State Office will periodically provide a schedule of application deadlines.

Step 10:

VISTA members attend Pre-Service Orientation in Atlanta, GA to be held in during January or February 2010 training windows.

MEMBERS START SERVICE

Step 11:

VISTA members begin service with project next business day following the Pre-Service Orientation.

Step 12:

VISTA members must complete In-Service Training (IST) requirement within 90- 180 days of the start of service. CNCS will reimburse the project, member or vendor not to exceed \$500 per eligible VISTA for approved IST event. VISTA Supervisor must submit IST plan and obtain written approval from CNCS in advance.

Ms. Killeen stated that she will provide assistance in completing the concept paper, as the process is not competitive; and she is available to discuss an idea that members may have for a potential VISTA project.

Ms. Killeen was presented with a gift from GPN by Ms. Bellows. 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.

Monthly Grant Awards

Several members spoke on recently awarded grants. Lee Bailey was not present to pass around the grant awards book, but Ms. Bellows asked that GPN members email her with any new information as relates to grant awards.

Collaborative Sharing & Announcements

It was announced that on September 16, Jerry Panas, a nationally renowned fundraising consultant will be the speaker for the AFP meeting. The cost to GPN members to attend this event is \$50. To register go online at www.afpcentralflorida.org/calendar.asp.

Door Prize Drawing

Pat Pate from the University of Central Florida, won the door prize.

Adjournment

The meeting was adjourned at 10:00 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:

- **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 no later than **October 10, 2009.**

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

Shannon Callahan, Editor
GPN Network News

