

THE NATIONAL INDIAN JUSTICE CENTER



GRANT WRITING & ADMINISTRATION

OCTOBER 24-26, 2012
LAS VEGAS, NEVADA

Presented By:

Carol Oliva, Grants Coordinator, NIJC

Developing Winning Proposals

This training session is designed to provide the participant with extensive instruction on grant-making and the administration of grants. This session will examine the various grant programs for tribal communities and the rules for writing them. We will examine federal, state, and private grantmaking resources and the strategies needed to develop proposals. Participants will receive instruction on the principles of grant management, modifications, monitoring, reporting/audits and evaluation. All attendees will receive a comprehensive training manual and a certificate of achievement.

This Training Session Will Examine:

- ▶ Overview of Grants Types
- ▶ Developing Grant Concepts
- ▶ Grant Proposals and Method of Submission
- ▶ Reporting to the Grantor
- ▶ Using a Fund Accounting System to Track Grants
- ▶ Spending, Suspension, or Termination of Funding

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LODGING

This meeting will be conducted at the **Riviera Hotel and Casino in Las Vegas, NV**. All individuals are responsible for their own lodging. The **Riviera Hotel and Casino** is holding a block of rooms at a rate of **\$72.00** (single/double) plus tax (12%) per room night, for participants. **This special rate will be available until Tuesday, October 2, 2012**. To reserve a room at the Riviera Hotel and Casino, please call the hotel and state that you are with the **National Indian Justice Center**.

**Riviera Hotel and Casino
2901 Las Vegas Blvd South
Las Vegas, NV 89109
Ph: (800) 634-6753**

TUITION

The tuition fee to attend this training session is **\$545** per person. **The deadline for registration is Friday, October 19th.** Please complete the registration form and return by mail or fax to:

**NIJC
5250 Aero Drive
Santa Rosa, CA 95403
Phone: (707) 579-5507
Fax: (707) 579-9019
E-mail: tcoord@nijc.org**

Registration Deadline: Friday, October 19, 2012!

REGISTRATION FORM: Grant Writing and Administration




(Please Print Clearly)

Mr. _____ Ms. _____ Name: _____ Your Tribe: _____

Title: _____ Employer: _____

Address: _____
Street or P.O. Box City State Zip

Phone: _____ Fax: _____ E-mail: _____

Credit Card:  _____  _____  _____ Card#: _____ Exp. Date: _____

(Please Check One)

Name as it appears on the Card: _____ Billing Zip Code: _____

Signature: _____