

THE NATIONAL INDIAN JUSTICE CENTER



GRANT WRITING & ADMINISTRATION

**OCTOBER 9-11, 2013
LAS VEGAS, NEVADA**

Presented By:

Carol Oliva, Grants Coordinator, NIJC

Developing Winning Proposals

This training session is designed to provide participants with extensive instruction on grantmaking and the administration of grants. This session will examine various grant programs for tribal communities and the rules for writing them. We will explore 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 training will be conducted at the **Flamingo Hotel and Casino in Las Vegas, NV**. All individuals are responsible for their own lodging. The **Flamingo Hotel and Casino** is holding a block of rooms at a rate of **\$39.00** (single/double) plus tax (12%) per room night, for participants. **This special rate will expire on Sunday, September 8, 2013.** To reserve a room at the Flamingo Hotel and Casino, please call the hotel and state that you are with the **National Indian Justice Center**.

Flamingo Hotel and Casino
3555 Las Vegas Boulevard, South
Las Vegas, NV 89109
Ph: (888) 373-9855

TUITION

The tuition fee to attend this training session is **\$545** per person. **The deadline for registration is Friday, October 4, 2013.** 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

Cancellation Policy:

Participants must call and cancel at least 14 days prior to the scheduled training to receive a full refund. If you do not cancel within 14 days prior to scheduled class a \$25.00 administrative fee will be assessed.

Registration Deadline: Friday, October 4, 2013!

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: _____

MARKING THIRTY YEARS **30** SERVING INDIAN COUNTRY