

---

# Mastering Grant Funding:

## Your Complete Training Plan

Developed by: The Dotted i

### Overview:

This training is a **comprehensive, one-on-one, customized** program for nonprofit leaders, developed by Breanna Polacik, one of only three Grant Professionally Certified grant writers in Montana certified through the nationally recognized Grant Professionals Association. Each segment will be tailored to the size, scope and needs of the organization.

The program is divided into four major segments:

- 1) Grant readiness
- 2) Grant research and development of a funding schedule/roadmap
- 3) Grant application preparation and submission procedures
- 4) Grant management skills, funder relations, and donor retention

Organizations will work directly with the Dotted i to prepare an *organized online masterfile* with documents necessary for grant submission and a complete *Funding Matrix* that includes a list of viable grant prospects and a master schedule for future submissions.

Skills gained from completion of this program will provide your staff member with the education and confidence to move forward and apply for foundation, corporate, and government grants.

*Have further questions after reviewing this plan? Contact Breanna at [breanna@dottedifundraising.com](mailto:breanna@dottedifundraising.com) or Hannah at [hannah@dottedifundraising.com](mailto:hannah@dottedifundraising.com) or 209-631-3217.*

*Visit our website at: [www.dottedifundraising.com](http://www.dottedifundraising.com)!*

## Curriculum:

### Part I: Grant Readiness

Training includes, but is not limited to:

- ★ strengths and weaknesses of your current grant efforts
- ★ ways to maintain and improve your grant success
- ★ what documents are necessary to have in place
- ★ organizing your current and newly developed documents all in the same place
- ★ ensuring that your budget is clear, concise, and funder friendly

### Part II: Grant Research and Funding Schedule/Roadmap Development

Training includes, but is not limited to:

- ★ databases that are available and how to access some of them for **free**
- ★ developing a master list of keywords and how to use them
- ★ where to look when you are searching outside of said databases
- ★ grant guidelines and how to navigate them to see if they are a good fit
- ★ funding schedules and how to make them work for your organization

### Part III: Grant Application Preparation and Submission Procedures

Training includes, but is not limited to:

- ★ reviewing the guidelines in detail
- ★ developing an outline for writing a grant catered to what the funder wants to hear and see
- ★ polishing your narrative to best represent your organization's mission and goals
- ★ cross checking that you properly followed the guidelines once you've completed the grant application
- ★ insuring you get your grant submitted ON TIME

### Part IIII: Grant Management Skills, Funder Relations, and Donor Retention Skills

Training includes, but is not limited to:

- ★ importance of setting up alerts that remind you of when reports are due
- ★ importance of tracking the information that will be required in your reports so you are not in a bind when the report is due
- ★ best ways to understand what they are asking for in your report
- ★ necessity of sending handwritten thank yous and when to send them
- ★ best practices on maintaining relationships with the funders

## Final Follow-Up:

Upon completion of this training, we will have one final meeting in order to insure that you have a thorough understanding of the materials presented to you. At this time we will also answer any remaining questions that you may have.

## Total cost for the Grant Funding Training.....\$2,000

- **Fee:** covers one-on-one training course for one employee.
- **Timeline:** this training is expected to take three to nine months depending on the availability of the staff being trained, the preparedness of the documents needed to move forward, and the rate at which the staff member completes the assigned "homework".
- **Certificate:** upon completion of this training a certificate of completion will be awarded.

## \*Incumbent Worker Training (IWT) Program GRANT in Montana:

Some nonprofit organizations in Montana have applied for IWT grants through the Montana Department of Labor & Industry to cover the costs of this training program. To see if your organization is eligible to apply for this training grant, visit their website: <http://wsd.dli.mt.gov/employers/incumbent-worker-training-program>.

If you are not located in Montana, I highly recommend researching grants that are available to nonprofit organizations in your state that would cover training expenses such as these!

## Qualifications:

The Dotted i staff has over 15 years collectively in fundraising and grants. For further review of our qualifications, our resumes are available upon request.

### Breanna Polacik, GPC, Chief Executive Officer

Breanna is one of only three Grant Professionally Certified (GPC) grant writers in Montana, certified through the nationally accredited Grant Professional Association. She has written successful federal, state, and foundation grants for municipalities, tribal entities, for-profit businesses, and non-profit organizations garnering well over \$2 million in funding.

After seven years of grant writing and project management for municipalities and tribal entities, Breanna founded The Dotted i in 2014 to serve the nonprofit community. To say that she loves what she does for a living is an understatement. It's her passion to be a small piece in the grand scheme of making the world a better place. If you've had the opportunity to work directly with her to raise funding, you know exactly what we mean. She exudes confidence, clarity and most of all excitement to make your dreams a reality!

Breanna has presented (multiple times) at the Montana Nonprofit Association's annual conference, MSU's Blackstone Launchpad, Bozeman Area Community Foundation's Nonprofit Cafe, and she hosts the annual *Innovate, Create & Collaborate* summit in Bozeman. She enjoys setting organizations up for success and watching them grow.

### Hannah Cortez, Chief Operations Officer

Hannah has trained under Breanna and worked for The Dotted i since 2017. She worked in childcare and education for 5 years until she discovered her passion for fundraising and development while taking a graduate course at MSU Bozeman. Using her background in human development and community health, she has been committed to helping non-profit clients increase their fundraising potential by building meaningful relationships with grant funders and community members.

In her time with the company, Hannah has helped clients raise close to \$250,000 through grant funding, annual appeals, giving days and more. She has presented at the Annual Montana Nonprofit Association conference, Bozeman Area Community Foundation's Nonprofit Cafe, and co-hosts the annual *Innovate, Create & Collaborate* summit in Bozeman with Breanna. She loves getting to use her writing skills to help nonprofits share their stories and communicate their needs to grant funders!