



NONPROFIT PARTNERS CALENDAR: Winter 2009

JANUARY

Tuesday, January 13

9:00 am - 11:00 am
Introduction to Grant Writing

Wednesday, January 14

10:00 am - 11:30 am
Introduction to Grant Research

Wednesday, January 14

3:00 pm - 5:00 pm
Information Resources for Nonprofit Organizations

Wednesday, January 28

10:00 am - 11:30 am
Introduction to Grant Research

Tuesday January 29

2:00 pm - 4:00
Introduction to Proposal Budgeting

Friday, January 30

8:30 am - 10:30 am
Jumpstart your Job Search in Nonprofit & Philanthropy

FEBRUARY

Wednesday, February 11

10:00 am - 11:30 am
Introduction to Grant Research

Wednesday, February 11

3:00 pm - 5:00 pm
Information Resources for Nonprofit Organizations

Thursday, February 12

8:30 am - 10:30 am
Introduction to Grant Writing

Wednesday, February 25

10:00 am - 11:30 am
Introduction to Grant Research

Wednesday, February 25

1:00 pm - 3:00 pm
Engaging Your Board in Fundraising

Thursday, February 26

2:00 pm - 4:00 pm
Internet Marketing for Nonprofits

Program Fees:

Fellow Level Partners = \$0, Partner/Member = \$40, Non-Partner = \$60
Additional \$10 for registrations received after 12 pm two days before a program or walk-ins.
Registration is transferable. No acknowledgments mailed. No refunds.
Unless otherwise stated, program location is Associated Grant Makers at 55 Court Street, Suite 520, Boston, MA.

CORNERSTONES

Introductory-level skill-building workshops designed for nonprofit managers, fundraisers, or board members on various topics.

Introduction to Grant Writing

Dates & Times Offered:

Tuesday January 13, 2009	9:00 am - 11:00 am
Thursday February 12, 2009	8:30 am - 10:30 am
Tuesday March 3, 2009	3:00 pm - 5:00 pm
Thursday April 9, 2009	8:30 am - 10:30 am
Thursday May 7, 2009	2:00 pm - 4:00 pm
Thursday June 16, 2009	8:30 am - 10:30 am
Thursday July 9, 2009	8:30 am - 10:30 am

The introduction to proposal writing will cover the main components needed to assemble a comprehensive request for funding with reference to the AGM Common Proposal and Report forms. We will also explore where you are in the grant writing process and talk about possible next steps. This presentation will also include a brief look at grants research and at the materials that can be accessed in the Resource Center for Philanthropy. The Cornerstones presentations can also be customized for your organization and brought to your site.

Presenter: Carol Lavoie Schuster, Program Manager, AGM

Cornerstones: Introduction to Proposal Budgeting

Dates & Times Offered:

Tuesday January 29, 2009	2:00 pm - 4:00 pm
Tuesday April 7, 2009	1:00 pm - 3:00 pm
Thursday July 16, 2009	8:30 am - 10:30 am

When writing and submitting proposals, too often nonprofits tack on the budget as an afterthought. This is a mistake; not only from a funding request perspective, but also from a planning perspectives. A funding request budget, developed properly in the context of the project and the overall organization, can be a strategic planning tool, as well as an important instrument for ongoing management. Make the budget work for you!

This new Cornerstones program is based in the AGM Common Proposal Budget Form and will provide participants with an overview of how to successfully complete the form, how to develop project budgets in the context of an overall organization budget, lists of common errors that nonprofits make in submitting budgets to funders, and how to think about the budget as a tool for supporting your funding request.

Participants will also have the opportunity to test a tool for calculating staff time and benefit costs for proposal submissions.

Presenter: Carol Lavoie Schuster, Program Manager, AGM

Cornerstones: Engaging Your Board in Fundraising

Wednesday, February 25, 2009, 1:00 pm - 3:00 pm

A successful fundraising program can depend on the level of board involvement. Often the executive director or development officer is solely responsible for fundraising and finding and it can be difficult to get help from board members. In this session, the presenter will outline useful guidelines to help your nonprofit organization prepare and implement a strategy to increase board engagement. The information will focus mostly on individual donor solicitation, but it will also include how to involve board members in foundation grants, special events, and product donations. The workshop will cover:

- Major fundraising principles.
- Understanding the board's role in the donor relation-building cycle
- Key elements to managing board fundraising activity
- Steps to successful board engagement

This workshop is for executive directors, development directors and board of directors. Participants ideally should come as a team of staff and board.

Presenter: Ron Ancrum, President, AGM

For joint programming for grantmakers and grant seekers and registration information visit

www.agmconnect.org/events

MARCH

Tuesday, March 3

3:00 pm - 5:00 pm

Introduction to Grant Writing

Wednesday, March 11

11:00 am - 12:30 pm

Introduction to Grant Research

Wednesday, March 14

3:00 pm - 5:00 pm

Information Resources for Nonprofit Organizations

Wednesday, March 25

10:00 am - 12:00 pm

Introduction to Grant Research

Friday, March 27

8:30 am - 10:30 am

Jumpstart your Job Search in Nonprofit & Philanthropy

APRIL

Tuesday April 7

1:00 pm - 3:00 pm

Introduction to Proposal Budgeting

Wednesday, April 8

3:00 pm - 5:00 pm TIME CHANGE

Introduction to Grant Research

Thursday, April 9

8:30 am - 10:30 am

Introduction to Grant Writing

Wednesday, April 22

10:00 am - 11:30 am

Introduction to Grant Research

MAY

Wednesday, May 6

10:00 am - 11:30 am

Introduction to Grant Research

Wednesday, May 6

3:00 pm - 5:00 pm

Information Resources for Nonprofit Organizations

Thursday, May 7

2:00 pm - 4:00 pm

Introduction to Grant Writing

Wednesday, May 20

10:00 am - 11:30 am

Introduction to Grant Research

Friday, May 22

8:30 am - 10:30 am

Jumpstart your Job Search in Nonprofit & Philanthropy

JUNE

Wednesday, June 3

10:00 am - 11:30 am

Introduction to Grant Research

Wednesday, June 3

3:00 pm - 5:00 pm

Information Resources for Nonprofit Organizations

Thursday, June 16

8:30 am - 10:30 am

Introduction to Grant Writing

Wednesday, June 17

10:00 am - 11:30 am

Introduction to Grant Research

Introduction to Grant Research

Fee: \$20

Dates Offered: Wednesdays 10:00 am - 12:00 am

January 14, 2009

April 8, 2009* **time from 3-5pm** June 3, 2009

January 28, 2009

April 22, 2009

June 17, 2009

February 11, 2009

May 6, 2009

July 1, 2009

February 25, 2009

May 20, 2009

July 15, 2009

March 25, 2009

The Introduction to Grants Research Workshop introduces you to the world of Philanthropy. You will discover the wealth of opportunity that exists in terms of foundation grants. We will introduce you to the process of grants research and all that it entails. You will learn how to approach the foundations, and most importantly how not to. We will demo several databases (AGM GrantMakers, FC Search, and Guidestar) that are critical to finding the right grantmaker for your organization. A primary focus of the workshop is to highlight key resources (books, websites, and databases) that will be important to getting a yes to your grant proposal. Please note: no more than three people from one organization should sign up for any particular date. If you have more than three people interested, please choose separate dates or about special group workshops.

Presenter: Martha Moore, Director of the Resource Center for Philanthropy, AGM

Information Resources for Nonprofit Organizations

Fee: \$20

Dates Offered: One time per month on Wednesday 3:00 pm - 5:00 pm (except April)

January 14, 2009

May 6, 2009

February 11, 2009

June 3, 2009

March 14, 2009

July 1, 2009

What is the wealth of information resources available to you through the AGM website agmconnect.org? We'll take you on a tour of AGM's website and illustrate the other information services like research, sample proposals, RFP's, jobs etc. you can access through your AGM Partnership. You'll be surprised! We will also provide a training session on the new The AGM NonProfit Directory (NPD) which is to local Grantmakers what the AGM Grantmakers Directory is to nonprofit organizations. The NPD characterizes AGM's Nonprofit Partners by mission, service focus, population, and geographic focus. The NPD provides a searchable database so that AGM's Grantmaking Members can search for and locate nonprofit organizations. Nonprofit Partners will also be able to search the database for their peers and neighbors.

This session will walk you through how to include information on your organization in the NonProfit Directory so that you and the wonderful work you do will be visible to area foundations.

Presenter: Martha Moore, Director of the Resource Center for Philanthropy, AGM

Jumpstart your Job Search in Nonprofit & Philanthropy

Fee: \$50 (Member/Partner)

Dates Offered: Fridays 8:30 am - 10:30 am

January 30, 2009

March 27, 2009

May 22, 2009

Looking for a new opportunity? Jump Start Your Job Search in Nonprofit & Philanthropy is an alternative to an informational interview. If you are a recent college graduate, transitioning from another job or making a career change this workshop is for you. You will receive an overview of employment opportunities, learn what skills nonprofit organizations are looking for, share key strategies for a successful job search, obtain answers critical to your decision-making and tips to craft your resume for best results.

**Presenters: Ron Ancrum, President, AGM
Susan Egmont, Principal, Egmont Associates**

Internet Marketing for Nonprofits

Thursday, February 26, 2009, 2:00 pm - 4:00 pm

Learn to increase your Web site's exposure online and tap into the power of the Web/ Internet. You will learn about the new technologies for marketing via the Web that have developed since the Internet bubble burst. It's time to dust off your web site and assess these new and effective techniques to find volunteers and donors. This two hour interactive presentation provides an overview of the most effective online marketing techniques and how you can change your existing Web site from an online brochure to a hard working asset of your organization. Please bring paper pad, a pen and an open mind to investigate new possibilities for your web site.

Presenter: John Lara

MEET-THE-DONORS

Meet-the-Donors allows nonprofit organizations an opportunity to go beyond the printed guidelines provided by private sector funders to develop a greater understanding of the funding process and current trends in grant making.

Meet-the-Donors: Healthy Children/Childhood Obesity

February 2009 (specific date TBD)

Location: Harvard Pilgrim Health Care Foundation, 93 Worcester Street, Suite 100
Wellesley, MA

Meet-the-Donors: Merrimack Valley Funders

March 2009 (Specific date TBD)

Location: TBD

