GPa | Grant Professionals Association℠

New Jersey Chapter

CALL FOR CONFERENCE PRESENTERS

NJ Grant Professionals Association
Annual Grants Conference

May 17, 2018

Rutgers University Inn and Conference Center
New Brunswick, NJ

PLEASE RESPOND BY FEBRUARY 28, 2018

The Grant Professionals Association New Jersey Chapter invites you and your colleagues to join the experts who will be presenting at the MidAtlantic Grants Conference in New Brunswick on May 17, 2018.

About the Grant Professionals Association

The Grant Professionals Association (GPA), a nonprofit membership association, builds and supports an international community of grant professionals committed to serving the greater public good by practicing the highest ethical and professional standards. Founded in 1997, GPA has grown to nearly 2,000 active members representing 49 states and Puerto Rico. More than twenty state chapters have formed in the past three years. To learn more about GPA, please visit **www.grantprofessionals.org.**

About the GPA New Jersey Chapter Mid Atlantic Grants Conference

GPA New Jersey is planning the conference with offerings for comprehensive educational and professional growth for those committed to excellence in the practice of grantsmanship. Speakers are being selected from a wide range of backgrounds to meet the needs of our membership. To learn more, please visit **www.midatlanticgrantsconference.org.**

The conference draws grant proposal writers, grant managers, nonprofit administrators, and consultants of all skill levels, in all areas of practice, from arts to education to homeland security. We anticipate that the 2014 conference will attract 100 attendees from across the region.

Presentation Information

Conference Skill Tracks: The conference features several skill development tracks. Each applicant should identify the skill track (Appendix A) that aligns with the topic of the proposed presentation.

Attendees' Professional Levels: While beginners to grantsmanship are welcome and encouraged to attend the conference, our members are especially interested in presentations targeting intermediate to advanced professionals who are the majority of conference attendees.

Presentation Topics: Presentation topics should be aligned with conference skill tracks. Appendix B contains a list of potential topics. To read about the workshop topics at our previous conference, visit: http://grantprofessionalsnj.org/conference/archive.html.

Presentation Length: Options for actual in-session presentation time (exclusive of breaks and lunch) are:
- 1½ hours (continuous, with no scheduled break)

Presenter Responsibilities: For accurate and timely conference program content and publication, presenters are required to abide by submission requirements below regarding text relating to bios and presentation descriptions. ***Handouts and all presentation materials will be required electronically by an estimated* April 5, 2018 *deadline* for distribution at the conference.

Marketing Opportunities for Presenters: **Please note that overt marketing of services, materials, or products by presenters is not permitted during presentations.**

How to Submit a Proposal

Please complete the presenter form and return it by **February 28, 2018** to Dianna Pell at dianna@diannapellconsulting.com. Email submissions are critical so that information can be efficiently shared with our review panelists around the state.

If you will be presenting with another person, you need only submit one proposal per presentation. Do note that submissions for multiple topics are welcome. Submissions will be reviewed and scored by a review panel, coordinated through GPA NJ Chapter's Professional Growth and Development Committee.

Applicants will be notified of their status no later than **March 30, 2018.**

Appendix A: Conference Skill Tracks

1)   Proposal Development – Preplanning

Within this competency, grant professionals are expected to recognize that proposal preplanning is a critical component of the grant development process, and know how to lead, assist and participate in preplanning activities with a grant seeking entity and other collaborative partners. This competency also requires a grant professional to recognize an organization's capability to undertake a grant project, and determine whether the project meets the mission of the entity.

2)   Communication Skills

Within this competency, grant professionals are expected to be able to articulate the grant development process, have the communication skills to solicit accurate information from a grant seeking entity, and through effective communication, solicit buy-in and involvement from all parties involved (e.g., administration, program staff, collaborators, etc.).

3)   Resource Knowledge/Grant Research

Within this competency, grant professionals are expected to have knowledge of data sources and major funding sources (both public and private). Grant professionals should be able to match programs to funding sources. Moreover, they are expected to have the ability to conduct online searches and identify community resources.

4)   Grant Construction

Within this competency, grant professionals are expected to understand and execute all commonly accepted components of a typical grant application, including but not limited to, the construct of an abstract, need statement, goals and objectives, program design, evaluation and budget. Moreover, they are expected to have the knowledge and the ability to complete standard government forms and other documents.

5)   Professional Ethics

Within this competency, grant professionals are expected to have full knowledge and understanding of the GPA Code of Ethics and the ability to work within an ethical framework. Moreover, they are expected to have full knowledge and understanding of local, state, and federal laws as they pertain to organizational, educational and governmental grant seeking entities.

6)   Professional Development

Within this competency, grant professionals are expected to have knowledge of, and demonstrated participation in, grant professional networks and continuing professional development/education opportunities. Moreover, grant professionals are expected to demonstrate leadership through such avenues as serving on boards and leading round table discussions, among others.

7)   Grant Management and Reporting

Within this competency, grant professionals, who also serve as grant managers, are expected to have knowledge of compliance issues and grant management, including but not limited to, regulatory compliance, grant acknowledgement, oversight, and reporting. In addition, grant professionals are expected to have knowledge of and the ability to maintain grant performance data and financial records and management in accordance with grantor specifications.

8)   Other

Within this competency, grant professionals are expected to have an understanding of the importance of political strategy, community planning, advocacy, and lobbying to promote stakeholder goals. In addition, grant professionals are expected to have knowledge of nonprofit law and tax-exemptions. Grant professionals are also expected to have the ability to promote the field of grantsmanship and to market oneself as a grant professional.

Appendix B: Ideas for Presentation Topics

This list is intended to offer ideas for presentation topics only; it is not exhaustive and topics are listed in no particular order. Submitting a presentation topic from this list does not guarantee a workshop slot. **This year we are particularly interested in INTERMEDIATE and ADVANCED level workshops.** *Please be sure to indicate where your workshop falls on the continuum.*

- Proposal and program budgeting—all levels

- Grant reviewing – peer review process or how to become a peer reviewer

- Proposal formatting and packaging—tricks of the trade

- Written skills—from grammar and content to writers block

- Insider's views from government, foundations, and corporate giving

- Storytelling

- National political and economical implications and trends on grantseeking

- Handling the challenges of collaboration: Facilitating long-term partnerships

- Managing a grants office; business tools

- Program development, including group facilitation skills

- Corporate giving trends

- Logic Models and Evaluation—intermediate-advanced level

- Federal faith-based funding: requirements, access, etc.

- Best Practice models

- Supporting organizational growth (e.g., strategic thinking, project management)

- Emerging compliance issues related to accepting federal grants

- Developing meaningful and realistic evaluation plans

- Career development—consulting, training, publishing, and foundation positions

- Finding clients, setting fees and gaining referrals as a grant consultant

- Efficient program management for the grant professional

- Myths of Grantwriting

- Combating burnout