

# Grant Writing Certificate

The Grant Writing Online Certificate Program will teach you the essentials of writing, researching, obtaining and maintaining grants. You'll learn how to format your proposals, how to write effectively and how to get funded.

## Who Should Attend

If you want to learn the essentials of writing or acquiring grants for private, public or government use, this program is perfect for you.

## Skill Sets

- Know how to research and find available grants
- Understand the fundamental elements of a grant proposal
- Develop the skills needed to prepare professional, competitive, compelling and successful grant proposals
- Become proficient in the proposal format used by the vast majority of public foundations
- Know the roles and responsibilities of a non-profit board of directors and the management team
- Become knowledgeable on the fundamentals of legal writing, including analytical reasoning and analysis
- Learn how to word, edit, proofread and format basic documents for daily use within an office environment
- Know how to form, maintain and dissolve various business entities
- Examine the essential aspects of fundraising and how to maximize fundraising opportunities



## Requirements

Must have access to a computer, Internet and an active e-mail account. In addition, you may require Adobe Reader, Flash plug-in and a QuickTime plug-in on your computer.

## Certificate Completion

Upon successful completion of the program you will earn a certificate of completion from California State University, San Bernardino – College of Extended Learning.



## Training Time

300 hours, 6 months

## Delivery Format

- The entire program is offered online
- Start anytime during the quarter
- Complete it from the convenience of your home and on your schedule
- Progress at the pace that matches your learning style

**For more information, contact the PACE Program staff at (909) 537-5976, or email [pace@csusb.edu](mailto:pace@csusb.edu).**

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