

**Effective Proposal Writing Workshop**  
**October 16th and 17th, 2019**  
Saskatoon Inn, Ballroom C, Saskatoon, SK

**October 16<sup>th</sup> (Day 1)**

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- 8:00 to 9:00 Continental Breakfast/Networking
- 9:00 to 10:15 **Introduction to Effective Proposal Writing.** Effective proposal writing increases the opportunity to secure funding. This benefits your organization and community, and helps you realize your organizations goals. Effective proposal writing spans many topics; purpose of the proposal and policy aims, understanding the competition for funds, effective writing, roles and responsibilities, budgeting and risk assessment and mitigation. Case study and group activity. **Competitive Landscape** – competing for funding dollars – this topic discusses the demand for funds and the need for a well-articulated, thoughtful funding request that **aligns with the funders’ objectives.** **Speaker: Robert Andrews, MBA, CPA, CMA, CAFM**
- 10:15 to 10:30 **Health Break**
- 10:30 to 12:00 **Budgeting Basics-** pro-forma statements, developing budgets and cashflows for your initiative, getting your numbers right to achieve your goals. Budgeting exercise. **Speaker: Robert Andrews, MBA, CPA, CMA, CAFM**
- 12:00 to 1:00 **Lunch**
- 1:00 to 2:30 **Proposal Writing for First Nation Communities** This session will be a guide writing and developing proposals that bring funding opportunities and economic development projects to your First Nation. The research, planning and partnership development of the proposal writing process will be highlighted as well as information on supporting agencies available funding. Examples of successfully funded projects will be shown to the participants as well as existing available programs that will bring funds to your First Nations projects, programs, and new initiatives and participants will be guided in how to start a proposal application within an interactive forum. **Speaker: Gordon Dupre, Economic Development Coordinator, Lac La Ronge Indian Band**
- 2:30 to 2:45 **Health Break**
- 2:45 to 4:00 **Speaker: Gordon Dupre, Economic Development Coordinator, Lac La Ronge Indian Band (continued)**

**October 17<sup>th</sup> (Day 2)**

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- 8:00 to 9:00 Continental Breakfast/Networking
- 9:00 to 10:00 **Understanding the Need and the Solution** – linking your funding request with solutions. **Role of the Funder Relationship**, the quality of the relationship with the funder can not be underestimated, trust, past results and meeting the funders objectives improve the chances of receiving the funding request. Case study and group activity. **Understanding Proposals and Policy Goals** – Understanding the funder’s objectives to ensure alignment with your proposal. **Speaker: Robert Andrews, MBA, CPA, CMA, CAFM**
- 10:00 to 10:15 **Health Break**
- 10:15 to 12:00 **Understanding and Mitigating Risk** – delivering on your proposal. How will known-unknowns and unknown-unknowns affect your program and what can you do about them. Incorporating risk management in your proposal to achieve your program objectives. Case study and group activity **Speaker: Robert Andrews, MBA, CPA, CMA, CAFM**
- 12:00 to 1:00 **Lunch**
- 1:00 to 3:00 **Writing the Proposal: Putting the Pieces Together.** Effective writing provides assurance that you can deliver your program. Common formats help to make sure you cover all the necessary elements for a high-quality proposal. Case study and group activities. **Speaker: Robert Andrews, MBA, CPA, CMA, CAFM**
- 3:00 Closing Remarks