

Call for Application for a Professional Training

FUNDRAISING, GRANT PROPOSAL WRITING AND BUSINESS PLAN WRITING SKILLS

Course Code: *EPRN16/PT/23*

Dates: from 07th to 09th July 2023, 09am-4pm

Venue: University of Rwanda, Gikondo Campus

1. Introduction

To mobilize resources, people normally write proposals because donors call for submission of concept notes or full proposals. Sometimes, we approach the donors asking the possibility of getting budget or financial partnerships. In both cases, we have to describe about our organization, why we want to carry out this project, what we will do, impact or beneficial change to be generated by that project; and how much money we request. At the same time, it is necessary to consider specific needs of the donors and funders and how we align to their mandates. Many of the donors and funders have clear proposal guidelines with formats. It is important to read them carefully before we write the proposals. On the other hand, there is a professional protocol to guide you as you write a convincing business plan.

This course will help you to master the art of fundraising through grants proposal and business plans writing skills. The course will be practical to equip participants with hands-on skills they need in resource mobilization.

2. Course content

The course content will include the following:

- a. Analysis of the call for proposals and writing concise concept note.
- b. Demand and competitor analysis.
- c. Assessing project suitability and needs/required inputs.
- d. Financial viability analysis, covering investment needs, revenue predictions, and ROI.
- e. Risk assessment.
- f. Tips to write proposals with a higher chance of winning.
- g. Best practices, templates, guides, and tips and tricks in writing business plans and grant proposals.
- h. Proposal strategy, planning, drafting and improving.
- i. Thinking like a proposal analyst, funder, buyer or investor.

3. Training methods

The training course will be run in a workshop style with a high degree of participants' involvement. Adult learning methodologies will be employed, and participants will not be passive. Debate and open discussions will be encouraged. The trainer will use a mix of presentations to define and explain key concepts and practical exercises. Trainees are encouraged to bring their own laptops.

4. Certificate

EPRN will provide completion certificates to participants who will successfully attend the course and pass the course test. Pass mark is 60%.

5. Training fees, venue, date and refreshments

The training fees are as follows:

- **Members:** 60,000 Rwf
- **Non-members:** 100,000 Rwf

This training will be held at University of Rwanda, Gikondo Campus (former SFB building) from 07th to 09th July 2023, 09am – 4pm. EPRN will provide lunch and drinks to participants (included in training fees).

6. Payment process

Interested applicants are encouraged to pay the registration fees through the following bank details:

- Bank Account: **00040 06945750 07** RWF (Bank of Kigali)
- Title of the Account: Economic Policy Research Network

Scan the bank slip and send it to: info@eprnrwanda.org OR bring the hard copy of bank slip to EPRN office at University of Rwanda- Gikondo Campus (former SFB).

You can also pay through MTN MOMO PAY (*182*8*1*030683#) or through PayPal on our website (www.eprnrwanda.org) and notify us through info@eprnrwanda.org

NB: Tailor-Made Course

We can also deliver this training as a tailor-made course to meet specific organizational needs upon bilateral discussions.

If you need further clarifications, call us through: 0788357648/0788929347 or write to us: info@eprnrwanda.org

Kigali, 19/06/2023

Mr. Seth KWIZERA
Executive Director

