

## TENDER AND GRANTS WRITING ONE DAY WORKSHOP

The ability to write winning grants and tenders is critical for many businesses. This one day workshop is designed to be interactive, engaging and teach you the tools and techniques for successful grants and tender writing.

This one day workshop has three main sections:

1. Grants basis, tender basics and cold proposals.
  - Understanding the different types of grants and tenders.
  - Reading the grant or tender and its requirements.
2. Preparation, lodgement and following up a grant submission and tender.
  - Preparation of the "elevator"
  - Communicating with the Tenderer or funding body
  - Planning the submission timetable
  - Building convincing approaches and arguments
  - The project action plan
  - Capacity statements
  - Bios and role statements
  - The budget
  - Value for money statement
  - Formatting and editing
  - Lodging the submission
  - Feedback processes
3. Preparation for distinct types of bids
  - Preparation of individual bids
  - Preparation of consortium bids

Margaret Aspin has written over 30 successful tenders for organisations as well as successful grants submission to state and federal governments. Margaret currently conducts training for Infoxchange and Reed Construction Data. Individual business workshops also available.

Call us for a price for your group!

To book your place now email [info@aspinonlineconsulting.com.au](mailto:info@aspinonlineconsulting.com.au)

### Where

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### Next Workshop

26th February 2010

9am to 4.30pm

Lunch provided

Cost per person \$795  
\$695 when 3 or more  
from your organisation

### PAYMENT FORM

Name	Email address		
Address		Number of people	
Method of Payment Please tick			
Phone		<input type="checkbox"/>	Online payment
Credit Card #	Exp. date	<input type="checkbox"/>	Cheque attached
Signature	Total:	<input type="checkbox"/>	Direct debit
		<input type="checkbox"/>	Visa
		<input type="checkbox"/>	MasterCard
		<input type="checkbox"/>	Purchase order for Invoice.
		Terms 7 DOI An authority must also be emailed to ASPIN	

### Enrol and payment options

Contact us for enrolment information and group price discount

Organisation purchase order or Cheque

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