

Registration Form

**UW-Extension Grants Writing Workshop  
October 11, 2005  
The Pyle Center – 702 Langdon Street – Madison, WI**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution/Division/Unit: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

**Please rate your grant writing experience:**

Novice     Somewhat experienced     Moderately experienced     Very experienced

**Please indicate an interest area (for roundtable discussions at lunch):**

Natural resources                       Health care/aging issues  
 Youth programming                       Diversity  
 Economic development                       Arts and humanities  
 Food security                                   Other \_\_\_\_\_

**Please indicate which breakout session in each time slot you would like to attend (descriptions in the agenda):**

1:15-2:15


Getting Your Good Idea Funded  
 Putting Your Idea on Paper

2:30 – 3:15

Developing Sound and Credible Budgets  
 UW-Madison's Grants Information Collection


**Please indicate any special dietary needs:** \_\_\_\_\_

**Please register by phone, fax, e-mail, or U.S. mail no later than October 3, 2005:**

 Phone: 608-262-6151

 Fax: 608-262-8404

 E-mail: [kate.wodyn@uwex.edu](mailto:kate.wodyn@uwex.edu)

 University of Wisconsin-Extension  
Office of the Vice Chancellor  
432 N. Lake Street, Room 521  
Madison WI 53706-1498

## **UW-Extension Grant Writing Workshop**

Tuesday, October 11, 2005  
The Pyle Center, Madison, Wisconsin

This workshop covers all the essential aspects of writing competitive proposals – from where to find money, to how to develop your idea into a sound program, how to develop a budget and how to write your grant so it gets attention. Sue Maes, Senior Development Officer of Kansas State University, along with UW-Extension faculty and staff with substantial grants experience, will lead this workshop and customize it to UW-Extension's interests. Persons from all divisions are invited. There is no charge. Lunch is included.

### **AGENDA**

**8:30 – 8:45: Registration** – coffee and rolls

**8:45 – 11:30: Keynote: “Everything You Want to Know about Grants-Writing, and Not Enough”**

A nuts-and-bolts seminar that covers all the essential concepts of successful grants writing, including an overview of the Grants Information Collection located at UW-Madison. Presented by Sue Maes

**11:45 – 1:00: Lunch** – Roundtable networking conversations around discipline-specific topics facilitated by extension experts.

**1:15 – 2:15: Breakout sessions** (Choose one):

**“Getting your Good Idea Funded: Developing a Viable and Fundable Program”**

*Presenters: Mary Crave, Program Impact Initiative Leader, and Sue Maes*

This session will help you move from an idea to a fundable project. This will include walking through some of the basics of building your program to assure project success, sustainability and replicability. We'll discuss establishing realistic goals, gathering the right partners, planning activities that will match your objectives, developing an evaluation plan, and more.

**“Putting Your Idea on Paper: Telling Your Story in a Clear and Compelling Way”**

*Presenters: Robin Shepard, Community, Natural Resources and Economic Development, and Diane Kostecke, Wisconsin Public Television*

We will focus on putting your idea on paper in a creative and "shining" way while paying attention to all the critical components of a proposal, including the abstract, narrative, and timeline. The presenters will share tips on what or what not to include in a proposal.

**2:30-3:15: Breakout sessions** (Choose one):

**“Developing Sound and Credible Budgets”**

*Presenters: Dave Nolan, Environmental Resource Center, Joan Klaski, Wisconsin Public Television, and members of the UW-Extension Office of Extramural Support*

We will begin with a brief overview of the proposal process at UW-Extension and will lead into the details of creating your budget. This will cover estimating the time for salaries, fringe benefits, applicable indirect costs, and more, and writing a well-developed budget narrative. We'll also have a brief discussion on how your budget can affect the administration of funds if your proposal is successful.

**“UW-Madison's Grants Information Collection”**

A librarian from UW-Madison's Memorial Library Reference Department will show you how to search the Web and focus your search for funding sources for your particular program interests.

**3:15-4:00: Concluding Panel: “Ask Your Colleagues for Advice”**

A panel discussion by experienced grants writers and grants reviewers who will share some valuable tips and lessons learned. This will also be the chance for you to ask your specific questions.

***About our Keynote Presenter:***

**Sue C. Maes, Senior Development Officer  
Kansas State University  
Manhattan, Kansas 66506**

Sue C. Maes is Senior Development Officer at Kansas State University and Director of the Institute for Academic Alliances. In this capacity, she works with faculty, state agencies, and private enterprises to turn good outreach and distance learning ideas into fundable projects. Her recent work involves partners from across the United States in collaborative curriculum development.

As the director of the Institute for Academic Alliances at Kansas State University, she provides campus, state and national leadership for academic institutions to rapidly deploy innovative, high-quality collaborative academic programs in emerging fields.

She was a founding member of two national initiatives 1) the Rural Clearinghouse for Lifelong Education and Development, an organization which advocates for greater access for rural adults to higher education; and 2) the Association for Community Based Organizations, an organization dedicated to assisting low-income and minority education organizations.

Maes served as President of the University Continuing Education Association, a national organization made up of colleges and universities serving adults seeking continuous learning opportunities. She was recently elected to the International Adult and Continuing Education Hall of Fame.

For the past five years she has worked on the development of the Great Plains Interactive Distance Education Alliance and is currently working on building inter-institutional programs with the Hispanic Educational Telecommunications System, ten Midwest institution's community development faculty, and seven 1890's land grant human science departments.

She has extensive experience with the U.S. Department of Education – Fund for the Improvement of Postsecondary Education, the U. S. Department of Agriculture – Higher Education Challenge Grants, the Agriculture Telecommunications Grant Program and several large foundations including the W. K. Kellogg Foundation and the Ford Foundation.