

“Writing a Good Senior Corps Application” Workshop

Duration: 1.5 hrs

Number of Participants: 13

Materials: Flip chart and easel, tape, post-its, markers, handouts, overhead projector, computer, PowerPoint

Intro: 15 Minutes

Materials to distribute: grant writing tips (after brainstorm)

Share workshop objectives, introduce participants, and brainstorm the elements of a good application (write on flip chart).

Pass our Grant Writing Tips sheet and go over.

Application ratings activity: 25 minutes

Materials to distribute: Narrative Checklist (prior to activity), CNCS rating definitions (before activity)

Divide into groups of 2-3. Each group will receive 1 narrative question examples written by staff (from different narrative questions, therefore covering 15 of the 23 narrative questions) written as; non-responsive, weak, satisfactory, strong, or exceptional. As a group they will need to decide which examples belong to each category. For those examples that are written as non-responsive, weak, or satisfactory, they will need to give at least 2-3 specific ideas of how the responses could be improved (15 minutes for small group discussion). For responses that are strong or exceptional, they will need to give at least 1-2 specific ideas of how the responses could be improved. 1 or 2 examples will be shared with the large group (5 minutes for large group sharing).

Lead staff will debrief this activity by sharing details about how reviewers arrive at specific rankings (refer to CNCS rating definitions). If time permits, do one together as a group. (Show on overhead projector.)

Narrative checklist discussion: 35 minutes

Materials to distribute: Narrative Checklist in Detail (before activity)

Materials needed: flip chart, markers, overhead projector, PowerPoint

As a large group, we will briefly discuss the specific characteristics that should be found the 23 narrative questions. The leader will go over the Narrative Checklist in Detail discussing what CNCS staff is looking for in each question and some common mistakes in grant writing. Pass out and go over Budget Tips.

Q&A: 10 minutes