

- Please pass this information on to non-profit organizations in your community -

# NON-PROFIT NOON HOURS

A series of one hour introductory presentations on topics of interest to non-profit organizations.

**Feel free to bring your lunch!**

## **“Preparing Letter Grant Proposals and Letters of Intent”**

**Tuesday, September 21, 2010**

**12 noon – 1:00 p.m.**

**Lethbridge Public Library Community Meeting Room**

**or**

**ask your nearest public library about attending by videoconference\*.**



*\* The following libraries have already signed up for the videoconference: Okotoks, Claresholm, Canmore, Cochrane, Longview, Arrowwood, Carbon, Vulcan, Milk River, Delia, Linden, Acme, Hays, Beiseker, and Gleichen.*

**Presentation Description:** If you need to write a letter of intent or a general grant proposal for a project of your not-for-profit organization and no application form is provided, this session is for you. The presentation will give an overview of the Letter Grant Proposal Format as developed by The Grantsmanship Center in Los Angeles. This format is used when there is no specific application form provided by the granting organization or when a letter of intent is requested. It has a 30 year track record as one of the most accepted and successful grant proposal writing formats and uses a quickly mastered process. Different proposal formats are used for lottery grants, government RFP's, foundation and corporation grants with application forms. These formats can be discussed at future sessions or by contacting the presenter directly.

**Presenter:** *Dick Larsen of the Lethbridge office of Alberta Culture and Community Spirit has 25 years of grant writing experience and has successfully trained many people in the skills of grant proposal writing. Contact Dick at 403.382.4095 or [richard.j.larsen@gov.ab.ca](mailto:richard.j.larsen@gov.ab.ca).*

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