

Module AGENDA

Proposal Writing and Business Development

Time	Session
Day 1	
9.00 – 9.30	Welcome
9.30 – 10.30	Introduction to types of funding
10.30 – 11.00	Coffee & Tea Break
11.00 – 12.30	Donor trends & regional donor trends
12.30 – 13.30	Lunch Break
13.30 – 15.00	Researching donors
15.00 – 15.30	Coffee & Tea Break
15.30 – 16.30	Donor mapping
Day 2	
9.00 – 9.30	Donor Relations
9.30 – 10.00	Pitch dec - intro
10.00 - 11.00	Coffee & Tea Break
11.00 – 11.15	How to develop a commercial investment pitch deck
11.15 – 12.00	Obtaining donor funding- evaluating an opportunity I
12.00 – 13.00	Lunch Break
13.00 – 14.30	Obtaining donor funding- evaluating an opportunity II
14.30– 15.00	Coffee & Tea Break
15.00 – 17.00	Concept notes
Day 3	
9.00 – 10.30	Intro to proposal writing
10.30 – 11.00	Key element of a concept note
11.00 – 11.15	Coffee & Tea Break
11.15 – 12.00	Elements of a proposal and context analysis
12.00 – 13.00	Logical framework
13.00 – 14.00	Lunch Break
14.00 – 15.00	Logical framework in practice
15.00 – 15.30	Coffee & Tea Break
15.30 – 17.00	Proposal budget
Day 4	
9.00 – 11.00	Putting it all together – proposal development
11.00 – 11.30	Coffee & Tea Break
11.30 – 12.30	Writing Techniques
12.30 – 13.30	Lunch Break
13.30 – 14.30	Value for Money
14.30 – 15.30	Consortia development
15.30 – 16.00	Coffee & Tea Break
16.00 – 16.30	Closing (Certificates)