

Module AGENDA

Write Winning Proposals

Time	Session
Day 1	
9.00 – 9.30	Welcome & Introduction
9.30 – 10.45	Donor trends and funding cycles
10.45 – 11.00	Coffee & Tea Break
11.00 – 12.30	Researching donors & Tips for donor mapping
12.30 – 13.30	Lunch Break
13.30 – 15.15	Activity: Research and donor mapping
15.15 – 15.30	Coffee & Tea Break
15.30 – 17.00	Making sound go/no go decisions.
Day 2	
9.00 – 9.30	Recap of Day 1
9.30 – 10.45	Introduction to Impact Investment and investment pitches
10.45 - 11.00	Coffee & Tea Break
11.00 – 12.30	Donor Relationship Management - a pragmatic introduction
12.30 – 13.30	Lunch Break
13.30 – 15.00	Planning the Proposal Process
15.00 - 15.15	Coffee & Tea Break
15.15 – 17.00	Intro to proposal writing - Key elements of a concept note
Day 3	
9.00 – 9.30	Recap of Day 2
9.30 – 10.45	Elements of a proposal and context analysis
10.45 - 11.00	Coffee & Tea Break
11.00 – 12.30	Logical framework and Theory of change - use them for proposal writing
12.30 – 13.30	Lunch Break
13.30 – 15.00	Logframe & ToC - activity
15.00 - 15.15	Coffee & Tea Break
15.15 – 16.30	Budgeting for Proposals
16.30 - 17.00	Closing session - Review and questions