

# ***VOLUNTEER SASKATOON***

*A program of the United Way of Saskatoon and Area*

## **ORGANIZATIONAL CAPACITY BUILDING Training Workshop**



## **Introduction to Grant & Proposal Writing**

Whether you are new to the grant writing process or need a refresher on the basics, this easy to follow workshop will detail the basic steps you can follow to efficiently write effective proposals.

Facilitator **Rosalyn Kirkham** will share with you the practical tips that she has utilized to write successful grant applications in the non-profit sector for over ten years.

***BACK FOR A SECOND TIME THIS FALL!***

**Date:** Thursday, October 14, 2010

**Time:** 1:00 pm—4:00 pm

**Check-in:** 12:45 pm

**Location:**

Room # 206, Mamawopiwin Room, Saskatoon Community Service Village  
506 25th Street East, Saskatoon, SK

Public Parking available north of the YWCA, Kinsmen & 6<sup>th</sup> Avenue

**Cost:**

Volunteer Saskatoon Members \$40

Non-Members \$60

*\*Not a member? Not sure? Call 975-3477 today.*

***SPACE IS LIMITED – REGISTER EARLY***

***Volunteer Saskatoon Workshop Registration Form***  
*(one participant per page please)*

<b>Name of Workshop:</b> _____ <b>Workshop Date:</b> _____
<b>Participant Name:</b>
<b>Organization:</b>
<b>Current Member of Volunteer Saskatoon?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Participant's Title or Role with Organization:</b>
<b>Address:</b>
<b>Telephone:</b>
<b>Email:</b>
<i>Please indicate any special needs you may have (i.e. wheelchair access, etc.)</i>

**PAYMENT must be received with registration (see terms & policies)**

**Workshop Fee Enclosed: \$** \_\_\_\_\_

Cheque (made payable to Volunteer Saskatoon)                       Cash:

Master Card:     VISA:                       Amex:

Credit Card #: \_\_\_\_\_ Exp. \_\_\_\_/\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Note: If you are paying by credit card, credit card transaction will appear on your bill as "United Community Funds of Saskatoon" or "United Way of Saskatoon"
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Drop-off, Mail or Fax your registration & full payment to:

**Volunteer Saskatoon**  
100 – 506 25<sup>th</sup> Street East  
Saskatoon, SK S7K 4A7

Phone: 975-3477  
Fax: 244-0583



## Volunteer Saskatoon Workshop Terms and Policies

### Registration:

- You can register for any of the workshops in person, by fax, phone or mail
- **Registration is guaranteed *after* payment is received**
- In order to plan appropriately, registration **deadline** for all workshops unless otherwise stated will be **one working week before the workshop**
- Minimum number of participants unless otherwise stated is 6 people.
- Memberships purchased anytime before the workshop starts will be eligible for member pricing

### Cancellations:

- Cancellation must be received by phone, fax or email **5 full working days** prior to the workshop to receive a refund or **a credit towards another workshop**. Exceptions are at the discretion of Volunteer Saskatoon
- Volunteer Saskatoon reserves the right to cancel any workshop
- At your request, workshops are transferable to other individuals within your organizations

### No Shows:

- If you are unable to attend a workshop and have not cancelled in advance, your payment will not be refunded. If you have not paid you will be invoiced for the workshop fee. **Fees are due 30 days after the date on your invoice.**

### For more information, contact Volunteer Saskatoon

100 – 506 25<sup>th</sup> Street East  
Saskatoon, SK S7K 4A7

Phone: 306-975-3477

Fax: 244-0583

E-mail: [volunteersaskatoon@unitedwaysaskatoon.ca](mailto:volunteersaskatoon@unitedwaysaskatoon.ca)



[www.volunteersaskatoon.com](http://www.volunteersaskatoon.com)

*equipping, supporting, inspiring*