

Welborn Baptist Foundation, Inc.

The Welborn Baptist Foundation, in conjunction with the University of Evansville Center for Continuing Education, is pleased to offer grant writing classes during 2011 to our applicant community. These classes will only be available to secular, church and faith-based not-for-profit organizations. Each organization may submit the name of one (1) representative to attend one (1) series of classes on its behalf. **NOTE:** This class is only available to organizations located within the Foundations service area. Organizations from the following tri-state counties are eligible to apply:

Indiana	Illinois	Kentucky
Dubois, Gibson, Perry, Pike, Posey, Spencer, Vanderburgh, Warrick	Gallatin, Saline, Wabash, Wayne, White	Henderson

Based upon its interest in improving the quality of grant writing in the Evansville community, the Welborn Foundation is underwriting the per-student costs of this class for each session.

These classes will be conducted on weekday evenings in four-week sessions and will focus on the basics and fundamentals of writing grants and proposals. The dates of the next class session(s) in 2011 are as follows:

- Winter 2011 – February 8- March 1, 2011 (February 8, 15, 22 and March 1)
- Additional class sessions will be scheduled based upon demand

Gail Knight-Williams, local authority on grant seeking and fund raising, will teach all classes on the campus of the University of Evansville.

Those who are interested in participating in this upcoming class should complete the enclosed application and return it to the Welborn Baptist Foundation. The application may be faxed to the Foundation at 437-8269. Once an application is received, it will be forwarded to the University and an official with the University will contact applicants regarding the exact time of the class and its location. If this group of sessions is full, your name will be included in the next group of sessions scheduled. If you are unable to attend the class at this time, please let us know and another applicant will be sought.

VERY IMPORTANT: All organizations MUST provide evidence that they are tax exempt by including a copy of their exemption from FEDERAL income tax. Applications cannot be considered without this information. Please note: If you have previously applied to either the Welborn Foundation or the Welborn Baptist Foundation, it is not necessary that you submit any information regarding your organization's tax-exempt status at this time.

Thank you for your interest in grant writing improvement.

Patrick E. Jackson
Program Officer
Welborn Baptist Foundation, Inc.



Welborn Baptist Foundation, Inc.

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GRANT WRITING CLASS APPLICATION

1. Name: _____ Date _____
2. Address: _____
City, State & Zip: _____
Organization that you represent: _____
Your Position Title: _____
Phone#: _____ E-mail address: _____
Fax #: _____
3. Does your job description/duties include grant writing responsibilities?
Yes ___ No ___
4. What is your grant writing experience (i.e., how many years, how many grants have you written)?

5. What specific topics in grant writing are you most interested in learning about?

6. How will you use the skills learned in the class?

7. What areas in your grant writing need the most improvement?

Authorization: The above named applicant is hereby authorized to attend the Welborn Foundation sponsored grant writing class as a representative of:

_____ by _____
Organization Name **Executive Director**

Return your completed application, along with a copy of your organization's IRS Letter of Determination, to the Welborn Baptist Foundation, Inc.