



## Save The Date:

# Grant Writing Training

**What:** Grant Writing Training

**When:** December 12<sup>th</sup>, 2024 | 8AM – 12PM CST

**Where:** 1075 Mullins Station Rd., Memphis, TN 38134

**Prerequisites:** No prerequisites are required

**Registration:** Scan the QR code or [click here to register.](#)



\*Space is limited to 40 people. If you are unable to register for this workshop, there will be other opportunities in early 2025. \*

Please save the date for an in-person Grant Writing Training. The Tennessee Emergency Management Agency (TEMA), in partnership with FEMA, will host this no-cost training on Tuesday, December 10<sup>th</sup>, 2024. The workshop aims to provide guidance on how to be prepared to pursue grant funding.

Grant writing subject matter experts will lead the training. Attendees will learn how to create an effective and compelling grant application for various funding sources.

### Training Agenda

- Welcome and Introductions
- Grants 101
  - Introduction to Grants
  - Research
  - Proposal Creation
  - NOFO Identification
- Grants 102
  - Data Analysis
  - Advance Planning & Fund Tracking
  - Technical Writing
- Post Award & Compliance
  - Accounting and Close Out
  - Reporting

### Contact Information:

**Melanie Smith**

Phone: 615-917-3248

[melanie.smith@tn.gov](mailto:melanie.smith@tn.gov)