

TENDER SUPPORT & GRANT WRITING

“Master the Art of Winning Tenders and Securing Grants with Professional Writing and Strategic Support.”

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

▶ **Available delivery methods:** In-House Training

Introduction

This comprehensive course equips professionals with the essential skills to develop compelling tender proposals and successful grant applications. Participants will learn how to navigate the tendering process, identify funding opportunities, and craft persuasive documents that meet funder requirements and maximize chances of success.

Objectives

By the end of this course, participants will be able to:

- Understand the tendering and grant application processes
- Identify and evaluate suitable funding opportunities
- Develop clear, concise, and persuasive tender and grant documents
- Apply best practices in proposal structure, content, and compliance
- Manage submission timelines and tender requirements efficiently
- Build a compelling case for funding that addresses funder priorities

Why Attend

- Enhance your skills in preparing winning proposals
- Increase your success rate in competitive tendering and grant applications
- Learn practical tools and techniques to streamline proposal development
- Improve your organization's ability to secure external funding

Target Audience

- Business development professionals
- Grant writers and proposal coordinators
- Nonprofit and NGO staff involved in fundraising
- Project managers seeking external funding
- Consultants and freelancers supporting bids and grants

Individual Benefits

- Gain confidence in tender and grant writing
- Learn to tailor proposals to different funding sources
- Improve project planning and budgeting skills
- Develop strategies for compliance and evaluation

Organizational Benefits

- Increased funding success and diversified revenue streams
- Enhanced proposal quality and professionalism
- Better project alignment with funder expectations
- Improved coordination and efficiency in tender/grant processes

Instructional Methodology

- Interactive lectures and discussions
- Hands-on workshops and real-world exercises
- Review and critique of sample tenders and grant applications
- Group activities for collaborative proposal development

Course Outline

DETAILED 5-DAY COURSE OUTLINE (CUSTOMIZABLE)

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Introduction to Tendering & Grant Writing

- Module 1 (07:30 – 09:30): Overview of Tendering Processes and Grant Funding
- Module 2 (09:45 – 11:15): Types of Tenders and Grants: Public, Private, and NGO Sectors
- Module 3 (11:30 – 01:00): Understanding Funders' Priorities and Requirements
- Module 4 (02:00 – 03:30): Identifying Opportunities and Pre-Qualification

Day 2: Planning and Preparing Proposals

- Module 1 (07:30 – 09:30): Components of a Successful Tender and Grant Proposal
- Module 2 (09:45 – 11:15): Research and Information Gathering Techniques
- Module 3 (11:30 – 01:00): Budgeting and Costing for Tenders and Grants
- Module 4 (02:00 – 03:30): Compliance and Risk Management

Day 3: Writing and Structuring Proposals

- Module 1 (07:30 – 09:30): Writing Clear and Persuasive Executive Summaries
- Module 2 (09:45 – 11:15): Developing Objectives, Methodologies, and Outcomes
- Module 3 (11:30 – 01:00): Formatting, Language, and Style Best Practices
- Module 4 (02:00 – 03:30): Workshop: Drafting Key Sections of a Proposal

Day 4: Submission and Follow-Up

- Module 1 (07:30 – 09:30): Managing Submission Deadlines and Formats
- Module 2 (09:45 – 11:15): Effective Presentation and Packaging of Proposals
- Module 3 (11:30 – 01:00): Handling Clarifications and Negotiations
- Module 4 (02:00 – 03:30): Post-Submission Follow-up and Relationship Building

Day 5: Practical Application and Review

- Module 1 (07:30 – 09:30): Case Studies of Successful Tender and Grant Applications
- Module 2 (09:45 – 11:15): Group Exercise: Developing a Complete Proposal
- Module 3 (11:30 – 01:00): Peer Review and Feedback
- Module 4 (02:00 – 03:30): Final Assessment, Q&A, and Certification

Certification

Participants will receive a Certificate of Completion in Tender Support & Grant Writing, confirming their proficiency in preparing competitive and effective tenders and grant proposals.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

In-House / Customized Training

Interested in running this course for your team?

Please contact us:

TEL:

+601116373203

EMAIL:

info@mawaevents.net

© Material published by MAWA Events shown here is copyrighted. All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.