

# GRANT WRITING PLACEMENT

KEY DETAILS	
<p><b>Ideal start date, days and hours of placement:</b></p> <ul style="list-style-type: none"> <li>• Flexible start date in April or May, flexible end date in August</li> <li>• 3-4 days a week, from 9am-5pm, depending on student's needs</li> </ul>	
DESCRIPTION	REQUIREMENTS
<p>FST receives funding from all levels of government, the United Way Toronto &amp; York Region and private donors. This placement supports resource development primarily through grant writing. The placement also provides excellent exposure to the research and evaluation functions within one of Toronto's oldest and largest social services organization working across the city.</p> <p>Activities include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• In collaboration with FST grant writer, prepare grant proposals and necessary supportive documentation to generate project funding with budgets ranging from \$20,000 to \$250,000 and over.</li> <li>• Join project planning meetings to help develop successful grant proposals.</li> <li>• Search for viable grant opportunities and funders who align with FST's funding priorities.</li> <li>• Identify private donors with demonstrated interests in supporting specific causes such as mental health or populations such as LGBTQ communities or newcomers to Canada.</li> <li>• Complete literature reviews to identify how proposed projects are evidence-informed.</li> <li>• Complete environmental scans to support community needs assessment that inform direction of proposal writing.</li> </ul>	<p><b>Skills that student must possess:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated writing skills.</li> <li>• Students can submit writing samples. (Student assignments, blog posts, and published pieces are acceptable writing samples.)</li> <li>• Students will be asked to complete a basic writing test if no writing samples are provided.</li> </ul> <p><b>Skills that would be an asset:</b></p> <ul style="list-style-type: none"> <li>• Some comfort with data and numbers</li> <li>• Basic knowledge of Excel for budget preparation or interest in learning basic Excel</li> <li>• Proofreading skills</li> <li>• Course work in fund development, research, proposal writing, or project planning</li> </ul>
<p><b>Student Responsibilities:</b></p> <p> <input type="checkbox"/> Individual Counselling  <input type="checkbox"/> Couple Counselling  <input type="checkbox"/> Family Counselling  <input type="checkbox"/> Group Counselling (including workshops, seminars)  <input type="checkbox"/> Community Work  <input type="checkbox"/> Home Visits  <input checked="" type="checkbox"/> Research  <input type="checkbox"/> Program Evaluation  <input checked="" type="checkbox"/> Administrative Work  <input type="checkbox"/> Advocacy  <input checked="" type="checkbox"/> Policy Work  <input type="checkbox"/> Media/Marketing/PR  <input checked="" type="checkbox"/> Other, please specify: Grant writing, proposal writing         </p>	<p><b>Does this placement require...</b></p> <p> <input checked="" type="checkbox"/> Criminal Record Check  <input checked="" type="checkbox"/> Vulnerable Sector Search  <input type="checkbox"/> Driver's License  <input type="checkbox"/> Use of own Car  <input type="checkbox"/> Evening Attendance            If yes, when?         </p> <p> <input type="checkbox"/> Languages other than English            Please specify:         </p>
<p><b>Location of Placement:</b></p> <p><input type="checkbox"/> 128 Sterling Rd</p>	<p><b>Additional Comments:</b></p> <p>Anticipated learning outcomes:</p>

\_\_\_ 747 Warden Ave.  
\_\_\_ 700 Lawrence W.  
\_\_\_ Other, please specify:

- To learn how to write grant proposals to fund agency programs.
- To build understanding of the grant writing process and fund development, including an agency's accountability to public and private funders.
- To build basic financial literacy related to fund development.
- Learn the organization's fundraising and resource development policies and processes.
- To learn how ethics and values impact organizational decisions regarding fund procurement.
- To understand the key components of effective grant proposals, including a work plan with measurable objectives, evidence-based interventions, a narrative proposal, an evaluation plan, and budget.
- Learn how to target proposals to funder's guidelines.

**Field Instructor's Name:**

Nandy Heule

**Field Instructor's Academic and Experience Credentials:**

M.A.

Accredited by International Association of Business Communicators since 2003

**Field Instructor's Supervisory Style and Areas of Expertise/Interest (e.g., one weekly formal supervision meeting/open door policy; specific interest in group work and mindfulness):** One weekly, formal supervisory meeting and on-going support for specific projects as required. "Open door policy" and collaborative approach to meet learning goals within organizational priorities. Within clearly defined objectives for the placement, student can apply creativity, entrepreneurship, expect to work with a significant degree of freedom, and build a portfolio of projects.