

To:
From:
Date:
Subject: Approval to Attend the Grants Lab Training Program

I am writing to request approval to participate in the Grants Lab Training Program, an intensive eight-week professional development opportunity that will enhance our organization's grant-seeking.

The Grants Lab Training Program offers 30.5 hours of comprehensive instruction led by two seasoned grant professionals with over 50 years of combined experience across various sectors including local government, human services, faith-based organizations, higher education, health, and arts and culture.

A particularly valuable aspect of this training is that the flat rate allows up to four additional team members from our organization to attend any or all training sessions alongside me. This means we can increase the return on investment by having multiple staff members benefit from this professional development opportunity at no additional cost.

The training includes:

- 17.5 hours of online training sessions
- 3 hours of professional audit and feedback on our actual grant proposals
- 2 hours of personalized one-on-one coaching
- 8 hours of detailed written feedback on critical grant components

What makes this training particularly valuable for our organization is that:

- By the end of the program, I will have developed a complete framework for a quality proposal specifically for one of our organization's projects, including all essential components like needs assessment, program description, goals and objectives, budget, evaluation, and sustainability plans.
- I will create a strategic prospect list of potential grant opportunities specifically matched to our organization's needs and programs.
- The training will help establish systems and checklists for maintaining a library of commonly requested attachments and required documents, streamlining our future grant applications.
- The knowledge gained can be immediately shared and implemented across our team, as multiple staff members can participate in the training sessions.

The program follows a structured weekly schedule covering crucial topics such as grant readiness, strategic grant seeking, needs assessment, budgeting, and evaluation. All sessions will be recorded and available on demand, ensuring that we can maintain our regular work responsibilities while completing the training.

The skills and resources we gain from this training will directly translate into stronger grant applications and better management of our current and future grants. Here is a link to registration and more information about the Grants Lab. <https://haydayservices.com/grants-lab/>

I would be happy to provide more details about the program and discuss which team members might benefit most from attending the training sessions with me. Would you please let me know your decision within the next week so I can secure our spots in the upcoming cohort?

Thank you for considering this professional development opportunity.

Sincerely,

[Name]