



## **November 28-29, 2016 Grant Writing Class**

Hosted by Vancouver Police Department  
2800 Northeast Stapleton Road  
Vancouver, Washington 98661

**Welcome!** If you're ready to learn how to find and write grants you've come to the right place. Beginning and experienced grant writers from city, county and state agencies as well as nonprofits, K-12, colleges and universities are encouraged to attend. You *do not* need to work in the same profession as the host agency.

**Itinerary and Location:** This workshop is November 28-29, 2016, 9-4 both days with lunch on your own from noon to 1:20. View a map of the [workshop location](#), [learning objectives](#), or a sample [email confirmation](#) like the one you'll receive immediately after you register.

**Tuition:** Tuition is \$455 and includes everything: two days of terrific instruction, workbook, and access to our [Alumni Forums](#) that's packed full of tools, helpful discussions and more than 200 sample grant proposals.

**Payment Policy:** Payment by credit card at the time of enrollment is preferred; however, you may pay later by check. Our registration system will auto-generate a personalized invoice/receipt for you immediately after you enroll. If you choose to pay by check, it is your responsibility to print the online invoice and guide it through your purchasing channels. We do not mail invoices. Payment by check or card is required by the workshop date unless other arrangements are made.

**Purchase Orders:** If you work for a government agency and want to pay by purchase order, when you register online choose the "pay by check" option. The web site will auto-generate a printable invoice. Print the invoice, give it and your purchase order to your purchasing department and they'll send the check. That's it!

**Cancel Policy:** Withdrawals are allowed up to one week prior to the workshop. Tuition refunds - less a \$30 admin charge - are made by check and mailed within 5 working days of receiving your cancellation. If you cancel within one week of the workshop or if you're registered for a workshop and fail to show up, you are obliged to submit your tuition in full and are then prepaid for and welcome to attend any future workshop we offer within one year of the workshop you cancelled. If you register within 10 days of the class, you may cancel your registration up to 5 days after by notifying us via email at [cs@grantwritingusa.com](mailto:cs@grantwritingusa.com). Your tuition refund will be made by check and mailed within 5 working days of receiving your cancellation notice or will be refunded to your credit card.

**Questions?** [Email](#) or call The Client Services Team at Grant Writing USA, at 800.814.8191.

**Traveling and need lodging?** These hotels are near the training location.

### **Heathman Lodge**

7801 Northeast Greenwood Drive  
Vancouver, Washington 98662  
360.254.3100  
2.2 miles from training location

### **Vancouver Hilton**

306 West 6th Street  
Vancouver, Washington 98660  
360.993.4500  
5.0 miles from training location

\*They accept federal Per-diem rates and if guests mention that they are attending due to VPD Training, they often receive a better level of room and other benefits.