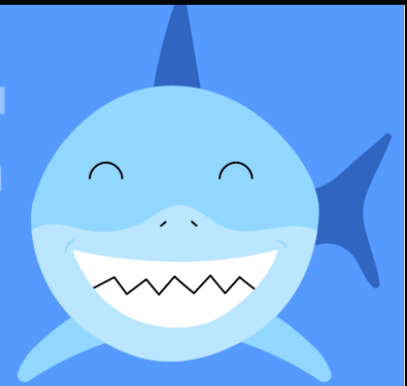# UNLOCK THE TREASURE:

CRAFT WINNING GRANT PROPOSALS THAT CRACK OPEN THE TREASURE CHEST OF FUNDING

1.0 Envisioning The Story (Brief Scope & Sequence for Facilitation - Not Included With Content)		
Session Title	**Target Audience**	**ILT/VILT Learning Environment**
● Unlock the Treasure: Craft Winning Grant Proposals that Crack Open the Treasure Chest Of Funding	● The target audience of this course are new and veteran employees who are seeking to secure grant funding for their projects or initiatives.	● This session was developed for the purposes of delivering this course via an in-person, synchronous learning environment, but it can also be used for an online learning environment with the following considerations: 　○ Introduction activity's blank treasure map has online accessibility, copying, and editing access for learners 　○ "Think, Share, Pair" activities will need to be adapted to fit your online learning platform (i.e. breakout rooms, leverage chat features, integrate gamified answer submission platforms, have online "notes sheets," etc.) 　○ Sharing presentation link with learners via online platform
Producer Pre-Work		

- For this session's introduction activity, learners will need blank paper treasure maps and pencils; these will need to be printed/gathered beforehand.

- There are "Think, Pair, Share" activities consistently integrated throughout this session. Collaborate with the Facilitator to decide if participants should be put into specific pairs based on seating arrangement or if the pairs should be chosen at random/changed up.

- Lastly, for these "Think, Pair, Share" activities, collaborate with the Facilitator to discuss if pairs should have a notes sheet to write their answers on and keep track of them or if they should just discuss the answers
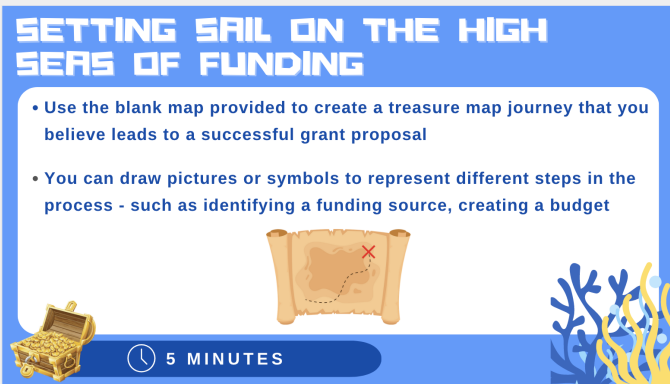
Facilitator Pre-Work

- For this session's introduction activity, learners will need blank paper treasure maps and pencils; these will need to be printed/gathered beforehand.

- There are "Think, Pair, Share" activities consistently integrated throughout this session. Collaborate with the Producer to decide if participants should be put into specific pairs based on seating arrangement or if the pairs should be chosen at random/changed up.

- Lastly, for these "Think, Pair, Share" activities, collaborate with the Producer to discuss if pairs should have a notes sheet to write their answers on and keep track of them or if they should just discuss the answers

- Open the PowerPoint presentation accompanying this guide: *Unlock the Treasure: Craft Winning Grant Proposals that Crack Open the Treasure Chest of Funding*

- While this guide provides some essential talking points and questions, it is important to be ready to contribute your own commentary and questions to enhance the conversation.

Approximate Session Timing: 118 minutes/2 hours	
Introduction: Slides 1.1 - 1.5	16 minutes
Part 1: Slides 1.6 - 1.21	59 minutes
Part 2: Slides 1.22 - 1.25	11 minutes
Part 3: Slides 1.26 - 1.31	14 minutes
Part 4: Slides 1.32 - 1.34	12 minutes
Conclusion: Slides 1.35 - 1.37	6 minutes

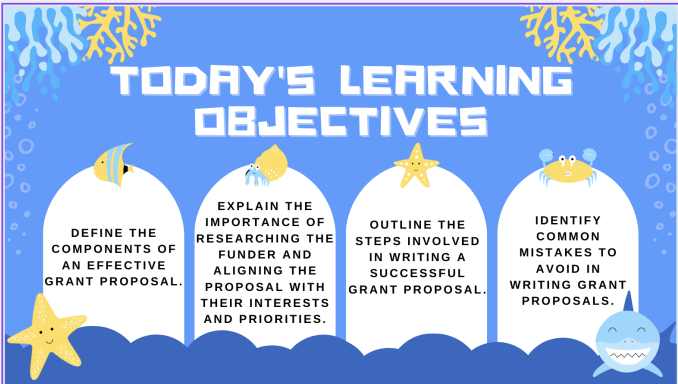| 1.1 Slide - Introduction			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
2 minutes		[1] **ACTION:** - Have PowerPoint Presentation pulled up; Introduction Slide appears [2] **SCRIPT:** - "Welcome to today's session: Unlock the Treasure: Craft Winning Grant Proposals That Crack Open the Treasure Chest Of Funding." - "Today, we're going to unlock the treasure chest of funding and explore the journey of grant writing."	[1] **ACTION:** - Greet early learners as needed, letting them know the session will begin shortly - Remind learners to have any printed materials ready - Check for For Facilitator's readiness [2] **SCRIPT:** N/A
1.2 Slide - Setting Sail On The High Seas Of Funding			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
5 minutes		[1] **ACTION:** - Ensure learners have blank treasure map in front of them (pass out if not already laid out) [2] **SCRIPT:** - "We're going to start off our session today by envisioning the grant writing process through the lens of	[1] **ACTION:** - Set a 5 minute timer - Advance Slide [2] **SCRIPT:** N/A
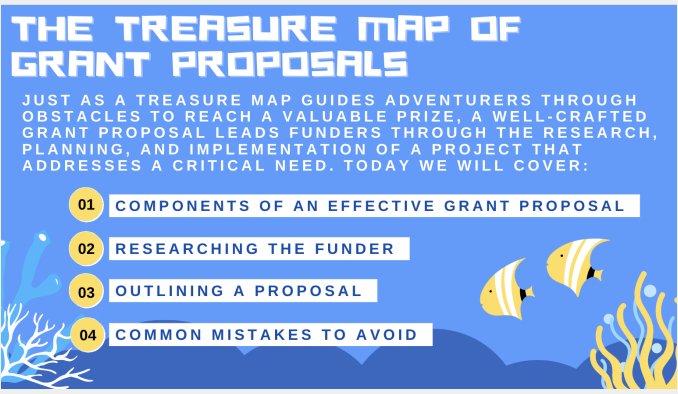
		searching for and discovering treasure."	
		- Read Directions on PowerPoint Presentation - emphasize learners have 5 minutes to complete treasure maps	

<table>
<tr><td colspan="4" align="center">1.3 Slide - Think, Pair, Share</td></tr>
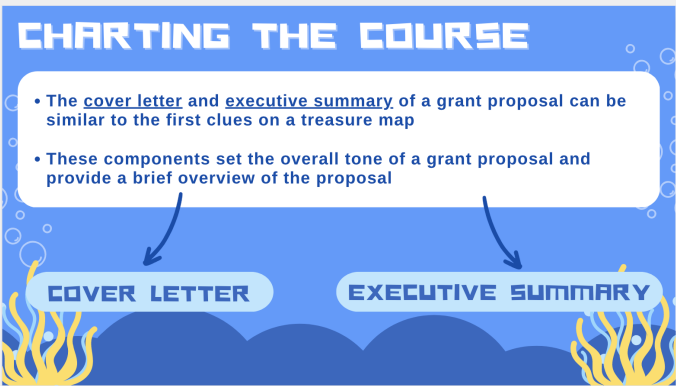<tr><td>Slide Duration</td><td align="center">Slide Image</td><td align="center">Facilitator's Notes</td><td align="center">Producer's Notes</td></tr>
<tr>
<td>5 minutes</td>
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THINK - PAIR - SHARE

- WHAT DOES YOUR TREASURE MAP JOURNEY FOR GRANT WRITING LOOK LIKE?

- WHAT STEPS DID YOU DECIDE TO INCLUDE/NOT INCLUDE IN THE GRANT-WRITING PROCESS?

- WHAT ORDER DID YOU INTENTIONALLY PLACE YOUR GRANT WRITING STEPS IN ON THE MAP?

🕐 5 MINUTES

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[1] **ACTION:**
- N/A

[2] **SCRIPT:**
- "Okay, now that you have completed your treasure maps, turn to the individual next to you and take 2-3 minutes sharing your grant writing process treasure maps. Then, we'll take some volunteers to share out to everyone."

- End pair discussions to move on to whole discussion after 2-3 minutes; take minimum 2 volunteers to share answers; if individuals are not volunteering - begin assigning pairs that "they will answer next"

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[1] **ACTION:**
- Set a 3 minute timer
- Advance Slide

[2] **SCRIPT:** N/A

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</table>

1.4 Slide - The Treasure Map Of Grant Proposals			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
2 minutes		[1] **ACTION:** - N/A [2] **SCRIPT:** - Read treasure map and grant writing proposal comparison blurb - Preface today's session agenda and list it	[1] **ACTION:** - Advance Slide [2] **SCRIPT:**

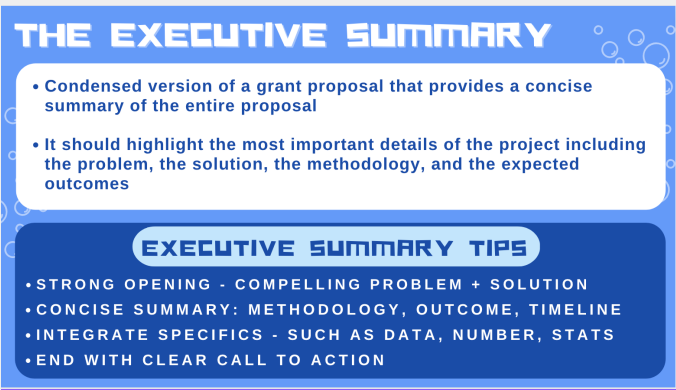| 1.5 Slide - Today's Learning Objectives			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
2 minutes		[1] **ACTION:** - N/A [2] **SCRIPT:** - List today's learning objectives - or the skill sets learners should walk away with after today's session	[1] **ACTION:** - Advance Slide [2] **SCRIPT:**

1.6 Slide - Components Of An Effective Grant Proposal			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
1 minute		[1] **ACTION:** - N/A [2] **SCRIPT:** - "Just like a treasure map leads you to a hidden chest of riches, an effective grant proposal guides funders to invest in your project. We'll start off today's session by first laying out the components of an effective, successful grant proposal."	[1] **ACTION:** - Advance Slide [2] **SCRIPT:**

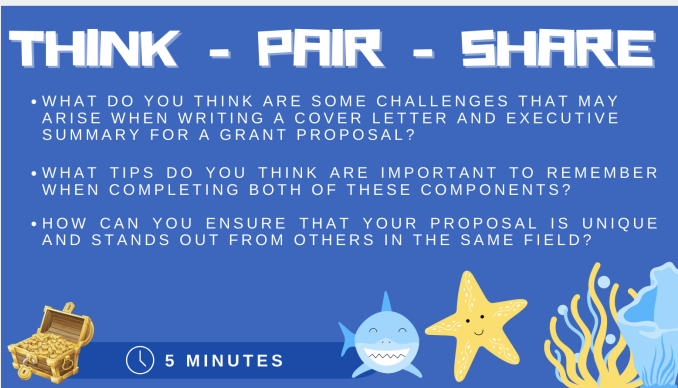| 1.7 Slide - Charting The Course			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
2 minutes		[1] **ACTION:** - N/A [2] **SCRIPT:** - Introduce cover letter and executive summary grant writing components through bullet points	[1] **ACTION:** - Advance Slide [2] **SCRIPT:**

1.8 Slide - The Cover Letter			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
4 minutes		**[1] ACTION:** - N/A **[2] SCRIPT:** - Review grant writing component cover letter bullet points - Tip #1: "In a cover letter, it is important to keep it brief - to one page maximum - but also powerful. That means every word you leverage must be worth the space it is using in your letter." - Tip #2: "Ensure you personalize your cover letter as much as possible by addressing the funder's name throughout it." - Tip #3: "Do some research on your funder and decide how you may be a necessity to your funder - just as they are a necessity to you. Establishing a strong connection can also outline the theme/topic of your proposal." - Tip #4: "Even though you are exciting about this opportunity with the funder, and you want to show this, you also want the funder to	**[1] ACTION:** - Advance Slide **[2] SCRIPT:**

		show urgency in their actions, too. Having a sense of urgency in your tone in this letter can increase your chances of a successful grant proposal."	

<table>
<tr><td colspan="4" align="center">1.9 Slide - The Executive Summary</td></tr>
<tr><td>Slide Duration</td><td align="center">Slide Image</td><td align="center">Facilitator's Notes</td><td align="center">Producer's Notes</td></tr>
<tr>
<td>4 minutes</td>
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THE EXECUTIVE SUMMARY

- Condensed version of a grant proposal that provides a concise summary of the entire proposal
- It should highlight the most important details of the project including the problem, the solution, the methodology, and the expected outcomes

EXECUTIVE SUMMARY TIPS

- STRONG OPENING - COMPELLING PROBLEM + SOLUTION
- CONCISE SUMMARY: METHODOLOGY, OUTCOME, TIMELINE
- INTEGRATE SPECIFICS - SUCH AS DATA, NUMBER, STATS
- END WITH CLEAR CALL TO ACTION

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[1] **ACTION:**
- N/A

[2] **SCRIPT:**
- Review grant writing component executive summary bullet points

- Tip #1: "When writing an executive summary, the first thing you want to do is indicate the problem your proposal is addressing and how you plan on addressing that problem. Getting right to the point with funders will help provide clarity to your proposal."

- Tip #2: "Don't include every little detail about your proposal in your executive summary - that's what the meat of your proposal is for. Instead, only include the necessities here: how do you plan to solve the problem? How do you plan to evaluate the successfulness of this

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[1] **ACTION:**
- Advance Slide
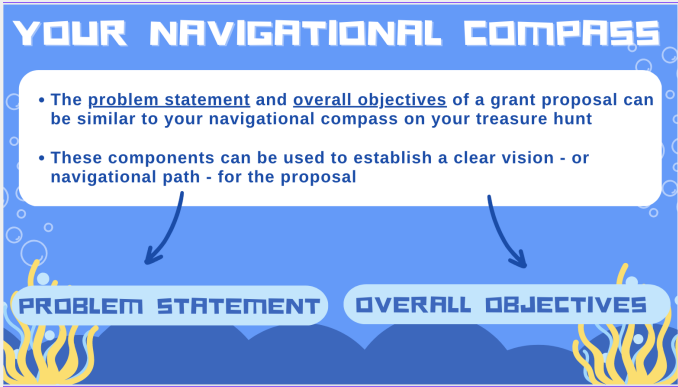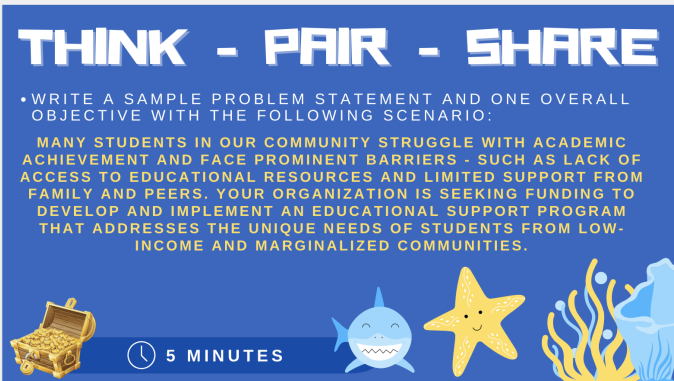
[2] **SCRIPT:**

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		solution? And what timeline do you have?"	
		- Tip #3: "Integrate as much data into your proposal as possible. Data can include pre-analysis/needs analysis - such as demographics, prevalence rates, environmental conditions, expected outcomes." Anywhere you can attach a number or specific data point - do so."	
		- Tip #4: "Lastly, end with a clear call to action. Reiterate why this problem needs to be solved now and why your solution is the best way to solve this problem."	

1.10 Slide - Think, Pair, Share

Slide Duration	Slide Image	Facilitator's Notes	Producer's Notes
5 minutes	**THINK - PAIR - SHARE** • WHAT DO YOU THINK ARE SOME CHALLENGES THAT MAY ARISE WHEN WRITING A COVER LETTER AND EXECUTIVE SUMMARY FOR A GRANT PROPOSAL? • WHAT TIPS DO YOU THINK ARE IMPORTANT TO REMEMBER WHEN COMPLETING BOTH OF THESE COMPONENTS? • HOW CAN YOU ENSURE THAT YOUR PROPOSAL IS UNIQUE AND STANDS OUT FROM OTHERS IN THE SAME FIELD? 🕐 5 MINUTES	**[1] ACTION:** - N/A **[2] SCRIPT:** - "Let's take a few minutes, with the same pairs we were able to talk with last time, answer these three questions. Once 2-3 minutes have passed, I will ask for volunteers to share their answers."	**[1] ACTION:** - Set a 3 minute timer - Advance Slide **[2] SCRIPT:** N/A

		- End pair discussions to move on to whole discussion after 2-3 minutes; take minimum 2 volunteers to share answers; if individuals are not volunteering - begin assigning pairs questions to answer	

1.11 Slide - Your Navigational Compass

Slide Duration	Slide Image	Facilitator's Notes	Producer's Notes
2 minutes		[1] **ACTION:** - N/A [2] **SCRIPT:** - Introduce problem statement and overall objectives grant writing components through bullet points	[1] **ACTION:** - Advance Slide [2] **SCRIPT:**

1.12 Slide - Problem Statement
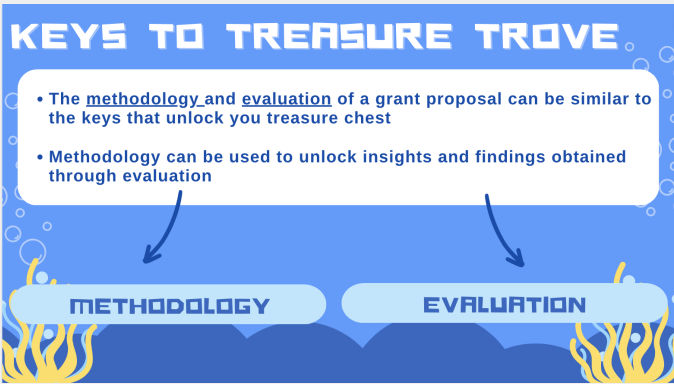
Slide Duration	Slide Image	Facilitator's Notes	Producer's Notes

| 4 minutes | THE PROBLEM STATEMENT | [1] **ACTION:**
- N/A

[2] **SCRIPT:**
- Review grant writing component problem statements bullet points

- Read sample problem statement | [1] **ACTION:**
- Advance Slide

[2] **SCRIPT:** |

THE PROBLEM STATEMENT

- A concise statement that identifies a specific problem that a proposal aims to address

- Explains the gap or need that the proposal will fill and provides a basis for understanding why it is important to solve the problem

SAMPLE PROBLEM STATEMENT

THE HIGH PREVALENCE OF FOOD INSECURITY IN OUR COMMUNITY IS LEADING TO SIGNIFICANT HEALTH AND SOCIAL CONSEQUENCES-SUCH AS MALNUTRITION, CHRONIC DISEASE, AND POVERTY. OUR ORGANIZATION IS SEEKING FUNDING TO DEVELOP AND IMPLEMENT A COMPREHENSIVE FOOD SECURITY PROGRAM THAT WILL PROVIDE ACCESS TO NUTRITIOUS FOOD FOR LOW-INCOME FAMILIES.

1.13 Slide - Overall Objectives

Slide Duration	Slide Image	Facilitator's Notes	Producer's Notes
4 minutes	OVERALL OBJECTIVES	[1] **ACTION:** - N/A [2] **SCRIPT:** - Review grant writing component overall objectives bullet points - Read sample objective statement	[1] **ACTION:** - Advance Slide [2] **SCRIPT:**

OVERALL OBJECTIVES

- Overarching goals that the proposal aims to achieve; provides a clear direction for the proposal to guide the development of specific activities, outputs, and outcomes

- These objectives should be specific, measurable, achievable, relevant, and time-bound (SMART)

SAMPLE OVERALL OBJECTIVE

TO REDUCE THE PREVALENCE OF FOOD INSECURITY IN OUR COMMUNITY BY 50% WITHIN THE NEXT TWO YEARS, OUR ORGANIZATION WILL DEVELOP AND IMPLEMENT A COMPREHENSIVE FOOD SECURITY PROGRAM THAT PROVIDES ACCESS TO NUTRITIOUS FOOD FOR 500 LOW-INCOME FAMILIES PER MONTH FOR ONE YEAR THROUGH BUILDING PARTNERSHIPS WITH LOCAL FOOD BANKS/GROCERY STORES/COMMUNITY ORGANIZATIONS, IMPLEMENTING A FOOD DELIVERY SYSTEM, AND OFFERING NUTRITION EDUCATION AND BUDGETING WORKSHOPS TO FAMILIES.

1.14 Slide - Think, Pair, Share			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
7 minutes		[1] **ACTION:** - N/A [2] **SCRIPT:** - "Let's take a few minutes, with the same pairs we were able to talk with last time, and this time we're going to create our own problem statement and overall accompanying objective. You can use the paper provided to you to write these answers out - but that is not required. Once 5 minutes have passed, I will ask for volunteers to share their answers." - End pair discussions to move on to whole discussion after 5 minutes; take minimum 2 volunteers to share answers; if individuals are not volunteering - begin assigning pairs that "they will answer next"	[1] **ACTION:** - Set a 5 minute timer - Advance Slide [2] **SCRIPT:** N/A
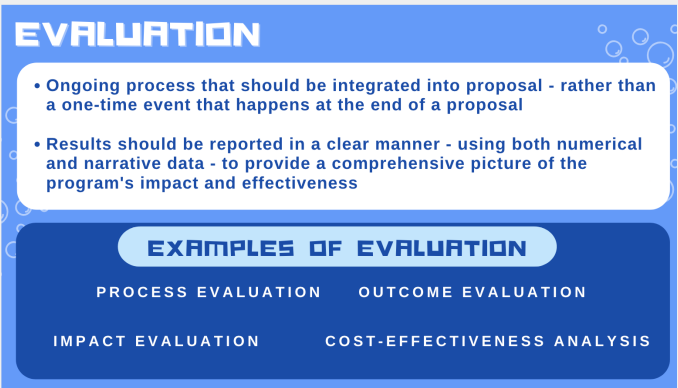
1.15 Slide - Keys To Treasure Trove			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
2 minutes		[1] **ACTION:** - N/A [2] **SCRIPT:** - Introduce methodology and evaluation grant writing components through bullet points	[1] **ACTION:** - Advance Slide [2] **SCRIPT:**

1.16 Slide - Methodology			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
4 minutes		[1] **ACTION:** - N/A [2] **SCRIPT:** - Review grant writing component methodology bullet points - Read methodology examples	[1] **ACTION:** - Advance Slide [2] **SCRIPT:**

1.17 Slide - Evaluation			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
4 minutes		**[1] ACTION:** - N/A **[2] SCRIPT:** - Review grant writing component evaluation bullet points - Read evaluation examples - "Process Evaluation is when you assess the implementation and delivery of a program or intervention to determine if it was carried out as intended." - "Outcome Evaluation is measuring the immediate effects of a program or intervention on the target population or problem." - "Impact Evaluation examines the long-term effects of a program or intervention on the target population or problem." - "And Cost-Effectiveness Evaluation assesses the relationship between the costs and benefits of a program or intervention to determine if it provides good value for money."	**[1] ACTION:** - Advance Slide **[2] SCRIPT:**

1.18 Slide - Think, Pair, Share			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
5 minutes		**[1] ACTION:** - N/A **[2] SCRIPT:** - "Let's take a few minutes, with the same pairs we were able to talk with last time, answer these true/false questions. Once 2-3 minutes have passed, I will ask for volunteers to share their answers." - End pair discussions to move on to whole discussion after 2-3 minutes; take minimum 2 volunteers to share answers; if individuals are not volunteering - begin assigning pairs questions to answer	**[1] ACTION:** - Set a 2 minute timer - Advance Slide **[2] SCRIPT:** N/A

1.19 Slide - Counting The Gold Coins			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
2 minutes		**[1] ACTION:** - N/A **[2] SCRIPT:** - Introduce the budget grant writing components through bullet points	**[1] ACTION:** - Advance Slide **[2] SCRIPT:**

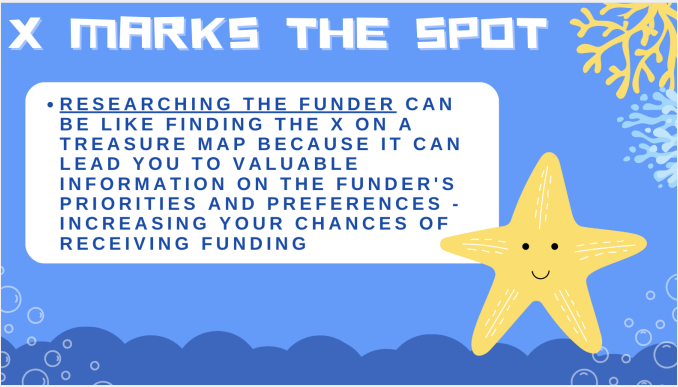| 1.20 Slide - The Budget			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
4 minutes		**[1] ACTION:** - N/A **[2] SCRIPT:** - Review grant writing component budget bullet points - Read budget components bullet points	**[1] ACTION:** - Advance Slide **[2] SCRIPT:**

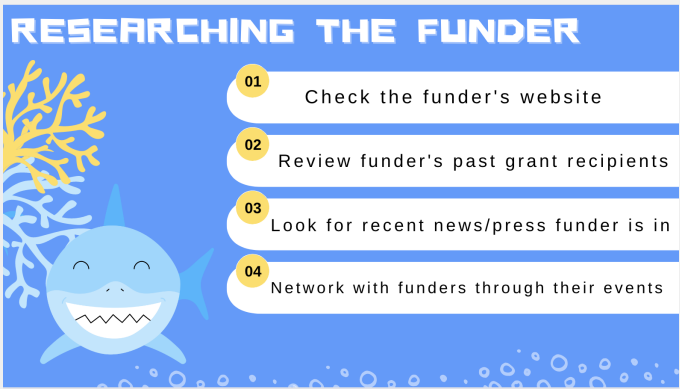| 1.21 Think, Pair, Share			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
5 minutes		[1] **ACTION:** - N/A [2] **SCRIPT:** - "Let's take a few minutes, with the same pairs we were able to talk with last time, read the following grant proposal scenario. Then, allocate the money indicated to the four different categories included in the bullet points. When you allocate the money, make sure you're specific with what you will use the money for. List and itemize your allocations. Once 2-3 minutes have passed, I will ask for volunteers to share their answers." - End pair discussions to move on to whole discussion after 2-3 minutes; take minimum 2 volunteers to share answers; if individuals are not volunteering - begin assigning pairs questions to answer	[1] **ACTION:** - Set a 3 minute timer - Advance Slide [2] **SCRIPT:** N/A

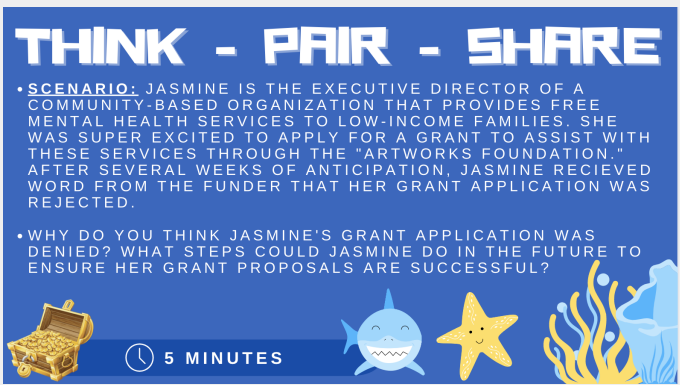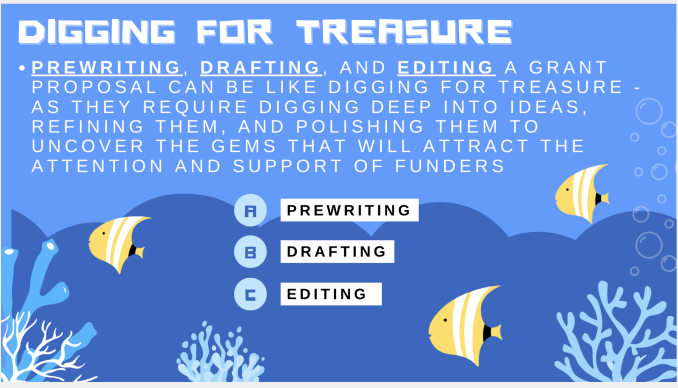| 1.22 Slide - Researching The Funder			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
1 minute		[1] **ACTION:** - N/A [2] **SCRIPT:** - "Now that we have laid the groundwork for our treasure map and have reviewed the components of a grant writing proposal, we'll now talk about how important it is to research your funder in order to find where 'X marks the spot' on your treasure hunt journey!"	[1] **ACTION:** - Advance Slide [2] **SCRIPT:**
1.23 Slide - X Marks The Spot			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
1 minute		[1] **ACTION:** - N/A [2] **SCRIPT:** - Introduce how important it is to research the funder of your grant proposal through the blurb/bullet point	[1] **ACTION:** - Advance Slide [2] **SCRIPT:**

1.24 Slide - Researching The Funder			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
4 minutes		[1] **ACTION:** - N/A [2] **SCRIPT:** - Review researching the funder bullet points	[1] **ACTION:** - Advance Slide [2] **SCRIPT:**

1.25 Slide - Think, Pair, Share			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
5 minutes		[1] **ACTION:** - N/A [2] **SCRIPT:** - "Let's take a few minutes, with the same pairs we were able to talk with last time, read the following grant proposal scenario. Then, decide why the grant proposal in the scenario was rejected." Once 2-3 minutes have passed, I will ask for volunteers to share their answers."	[1] **ACTION:** - Set a 3 minute timer - Advance Slide [2] **SCRIPT:** N/A

		End pair discussions to move on to whole discussion after 2-3 minutes; take minimum 2 volunteers to share answers; if individuals are not volunteering - begin assigning pairs questions to answer	

1.26 Slide - Outlining A Proposal				

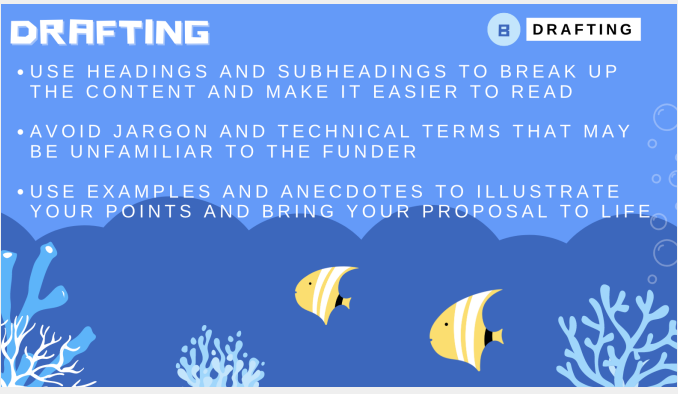| Slide Duration	Slide Image	Facilitator's Notes	Producer's Notes
1 minute	OUTLINING A PROPOSAL	[1] **ACTION:** - N/A [2] **SCRIPT:** - "We first reviewed the components and parts of an actual grant proposal. Then, we talked about why researching the funder of your grant proposal matters. Now, we're going to get into the tangible fundamentals of writing a grant proposal." And we're one step closer to finding our coveted treasure!	[1] **ACTION:** - Advance Slide [2] **SCRIPT:**

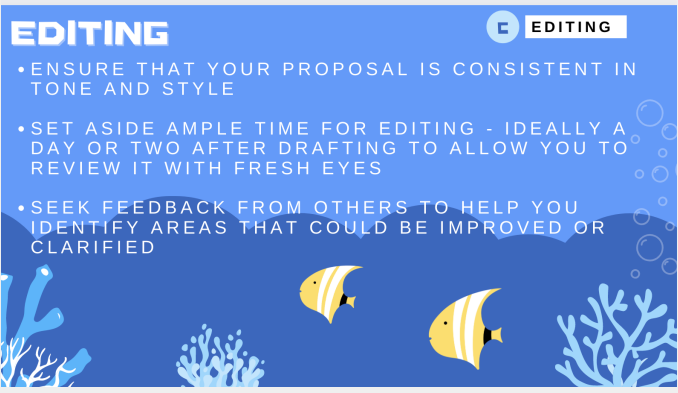| 1.27 Slide - Digging For Treasure			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
2 minutes		**[1] ACTION:** - N/A **[2] SCRIPT:** - Compare grant proposal writing outline to digging for treasure through blurb - Introduce outlining grant proposal through prewriting, drafting, editing bullet points	**[1] ACTION:** - Advance Slide **[2] SCRIPT:**

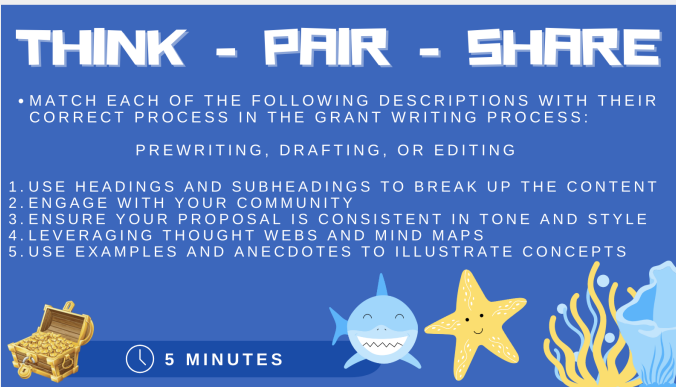| 1.28 Slide - Prewriting			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
2 minutes		**[1] ACTION:** - N/A **[2] SCRIPT:** - Introduce the prewriting grant proposal outline through bullet points	**[1] ACTION:** - Advance Slide **[2] SCRIPT:**

1.29 Slide - Drafting

Slide Duration	Slide Image	Facilitator's Notes	Producer's Notes
2 minutes		**[1] ACTION:** - N/A **[2] SCRIPT:** - Introduce the drafting grant proposal outline through bullet points	**[1] ACTION:** - Advance Slide **[2] SCRIPT:**

1.30 Slide - Editing

Slide Duration	Slide Image	Facilitator's Notes	Producer's Notes
2 minutes		**[1] ACTION:** - N/A **[2] SCRIPT:** - Introduce the editing grant proposal outline through bullet points	**[1] ACTION:** - Advance Slide **[2] SCRIPT:**

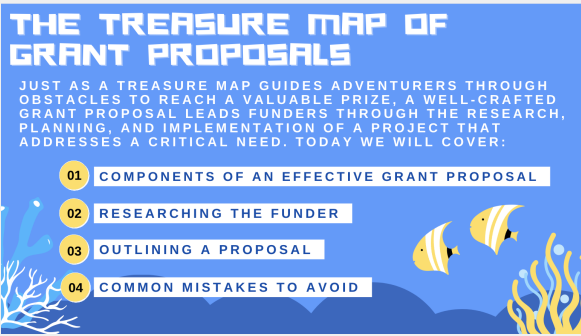| 1.31 Slide - Think, Pair, Share			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
5 minutes		[1] **ACTION:** - N/A [2] **SCRIPT:** - "Let's take a few minutes, with the same pairs we were able to talk with last time, decide which of the following statements belongs in each of the grant proposal outline steps: prewriting, drafting, or editing." Once 2-3 minutes have passed, I will ask for volunteers to share their answers." - End pair discussions to move on to whole discussion after 2-3 minutes; take minimum 2 volunteers to share answers; if individuals are not volunteering - begin assigning pairs questions to answer	[1] **ACTION:** - Set a 3 minute timer - Advance Slide [2] **SCRIPT:** N/A

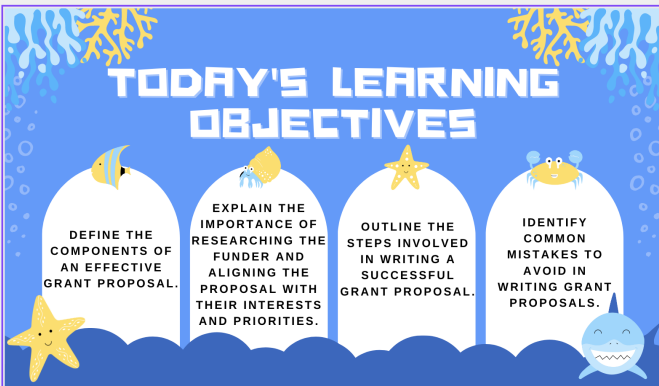| 1.32 Slide - Common Mistakes In Proposal Writing			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
1 minute		[1] **ACTION:** - N/A [2] **SCRIPT:** - "As we come to the end of our session, we can now deem ourselves 'experts' grant writers and treasure hunters. After reviewing the grant proposal structure, discussing strategies to leverage when researching your funder, and walking through the grant proposal writing process, we'll now talk about common mistakes to avoid when constructing your own grant proposals. The last thing we would want is for your treasure hunt journey to be sabotaged and go off course!"	[1] **ACTION:** - Advance Slide [2] **SCRIPT:**

1.33 Slide - Traps That Can Sabotage Your Treasure Hunt			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
4 minutes		[1] **ACTION:** - N/A [2] **SCRIPT:** - Review common mistakes when writing grant proposals bullet points	[1] **ACTION:** - Advance Slide [2] **SCRIPT:**
1.34 Slide - Think, Pair, Share			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
7 minutes		[1] **ACTION:** - N/A [2] **SCRIPT:** - "Let's take a few minutes, with the same pairs we were able to talk with last time, and this time we're going to create our own fictitious grant proposal scenario including the details listed on the PowerPoint Slide. You can use the paper provided to you to write these answers out - but that is not required. Once 5 minutes have passed, I will	[1] **ACTION:** - Set a 5 minute timer - Advance Slide [2] **SCRIPT:** N/A

		ask for volunteers to share their answers." - End pair discussions to move on to whole discussion after 5 minutes; take minimum 2 volunteers to share answers; if individuals are not volunteering - begin assigning pairs that "they will answer next"	

1.35 Slide - The Treasure Map Of Grant Proposals			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
2 minutes		**[1] ACTION:** - N/A **[2] SCRIPT:** - Reiterate treasure map and grant writing proposal comparison blurb - Preface/review today's session agenda and list it	**[1] ACTION:** - Advance Slide **[2] SCRIPT:**

1.36 Slide - Today's Learning Objectives			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
2 minutes		[1] **ACTION:** - N/A [2] **SCRIPT:** - Reiterate today's learning objectives - or the skill sets learners should walk away with after today's session	[1] **ACTION:** - Advance Slide [2] **SCRIPT:**
1.37 Slide - Conclusion			
Slide Duration	**Slide Image**	**Facilitator's Notes**	**Producer's Notes**
2 minutes		[1] **ACTION:** - Take down PowerPoint Presentation [2] **SCRIPT:** - "Thank you so much for going on this treasure hunt journey with us today. We hope that you leave more confident in your grant writing skills. Does anyone have any further questions for today?"	[1] **ACTION:** - Usher learners out of the room; ensure they have all of their belongings - including paper treasure maps - Ensure you have all of team's belongings including PowerPoint technology [2] **SCRIPT:** N/A