Training Course on Grants Management and Proposal Writing for Education

Professional Development Training Course Outline

Category	Educational Leadership and Management	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s highly competitive education sector, effective grants management and proposal writing are essential skills for institutions, NGOs, and professionals seeking to unlock funding opportunities and create impactful learning programs. Training Course on Grants Management and Proposal Writing for Education equips participants with the tools, frameworks, and insider knowledge to develop compelling educational grant proposals and implement best practices in fund administration. With a focus on donor expectations, budgeting strategies, compliance, and sustainability, this course empowers participants to align project goals with funding priorities while maximizing institutional impact.

Using real-world case studies, templates, and interactive exercises, participants will gain in-demand skills in needs assessment, logical framework development, stakeholder engagement, and monitoring and evaluation (M&E). Whether you're applying for local government funding, international donor grants, or private education foundation support, this course provides actionable insights and a proven roadmap to improve funding success rates and streamline grants management processes across diverse educational contexts.

Programme Curriculum

Training Course on Grants Management and Proposal Writing for Education

Introduction

In today’s highly competitive education sector, effective grants management and proposal writing are essential skills for institutions, NGOs, and professionals seeking to unlock funding opportunities and create impactful learning programs. Training Course on Grants Management and Proposal Writing for Education equips participants with the tools, frameworks, and insider knowledge to develop compelling educational grant proposals and implement best practices in fund administration. With a focus on donor expectations, budgeting strategies, compliance, and sustainability, this course

empowers participants to align project goals with funding priorities while maximizing institutional impact.

Using real-world case studies, templates, and interactive exercises, participants will gain in-demand skills in needs assessment, logical framework development, stakeholder engagement, and monitoring and evaluation (M&E). Whether you're applying for local government funding, international donor grants, or private education foundation support, this course provides actionable insights and a proven roadmap to improve funding success rates and streamline grants management processes across diverse educational contexts.

Course Objectives

1. Understand the education grants landscape and funding sources
2. Identify donor priorities and align educational proposals accordingly
3. Conduct effective needs assessments for educational projects
4. Apply logical frameworks and theories of change to proposals
5. Develop persuasive grant narratives using data-driven storytelling
6. Master budgeting techniques and financial justification
7. Navigate proposal compliance, donor guidelines, and eligibility criteria
8. Enhance stakeholder mapping and community engagement strategies
9. Develop robust M&E plans for grant reporting and accountability
10. Learn risk mitigation and sustainability planning
11. Understand post-award grant administration and reporting requirements
12. Improve time management and team coordination during the proposal process
13. Access tools, templates, and software for successful grant submissions

Target Audiences

1. School administrators and education leaders
2. Non-profit and NGO program managers
3. Higher education faculty and researchers
4. Grant writers and fundraising officers
5. Education policy advocates
6. Curriculum developers and education consultants
7. Government education planners
8. Development officers in academic institutions

Course Duration: 10 days

Course Modules

Module 1: Understanding the Education Funding Landscape

- Key sources of education funding
- Overview of donor funding priorities
- Trends in education sector grants
- Public-private partnership models
- Mapping funding opportunities
- **Case Study: UNICEF’s funding of early childhood education in Kenya**

Module 2: Identifying Fundable Projects

- Defining institutional goals and needs
- Selecting high-impact, fundable ideas
- Aligning ideas with donor themes
- Importance of community involvement
- Prioritization of project scope

- **Case Study: UNESCO grants for literacy projects in rural India**

Module 3: Conducting a Needs Assessment

- Data collection methods
- Stakeholder consultation and surveys
- Gap analysis for education programs
- Integrating needs into project goals
- Documenting baseline data
- **Case Study: Save the Children's education project in conflict zones**

Module 4: Writing a Compelling Grant Narrative

- Elements of a strong proposal
- Structuring the problem and solution
- Demonstrating institutional capacity
- Tips for writing persuasively
- Using evidence to build credibility
- **Case Study: Bill & Melinda Gates Foundation-funded STEM projects**

Module 5: Developing Logical Frameworks

- LogFrame basics and components
- Defining outcomes, outputs, activities
- Performance indicators and milestones
- Creating SMART objectives
- Aligning logic models to donor templates
- **Case Study: USAID education grants in Sub-Saharan Africa**

Module 6: Budget Planning and Justification

- Estimating direct and indirect costs
- Budget alignment with activities
- In-kind contributions and co-funding
- Donor-specific budgeting templates
- Budget narratives and cost-sharing
- **Case Study: World Bank-supported teacher training program**

Module 7: Donor Guidelines and Compliance

- Navigating application instructions
- Eligibility screening and red flags
- Required attachments and formats
- Avoiding common mistakes
- Understanding legal and financial compliance
- **Case Study: EU-funded vocational education projects**

Module 8: Stakeholder Engagement and Partnerships

- Identifying and mapping key stakeholders
- Community and parent involvement
- Building cross-sector collaborations
- Partner roles and responsibilities
- Sustaining long-term relationships
- **Case Study: GPE-supported inclusive education in Latin America**

Module 9: Monitoring and Evaluation Planning

- Why M&E matters to funders
- Developing KPIs and measurement tools
- Data collection and reporting tools
- Midterm reviews and endline evaluations
- Using M&E for adaptive learning
- **Case Study: DFID's results-based education programs**

Module 10: Risk Management and Sustainability

- Identifying and assessing risks
- Developing contingency plans
- Building sustainability strategies
- Exit planning and local ownership
- Donor sustainability requirements
- **Case Study: Oxfam’s school feeding program transition to government**

Module 11: Writing and Submitting Winning Proposals

- Best practices in finalizing proposals
- Peer review and quality assurance
- Online vs. offline submission platforms
- Managing deadlines and submission errors
- Donor-specific formatting
- **Case Study: African Union grant for STEM education pilot**

Module 12: Post-Award Grant Management

- Understanding grant agreements
- Setting up internal controls
- Tracking deliverables and milestones
- Budget revisions and reallocations
- Managing donor communication
- **Case Study: Harvard’s project finance for global education**

Module 13: Proposal Writing Tools and Templates

- Templates for LogFrames, budgets, narratives
- Online grant-writing platforms
- Document version control
- Tips for collaborative proposal writing
- Accessing open-source grant databases
- **Case Study: Microsoft-supported digital literacy grant toolkit**

Module 14: Ethics in Grants Management

- Conflicts of interest
- Transparency and accountability
- Ethical fundraising practices
- Donor-grantee relationship ethics
- Financial integrity and reporting
- **Case Study: Ethics audit in an Asian education nonprofit**

Module 15: Pitching and Presenting Proposals

- Developing an executive summary
- Presentation techniques for funders

- Anticipating funder questions
- Storytelling through visuals and data
- Building credibility and passion
- **Case Study: Final pitch of a school network to a regional education fund**

Training Methodology

- Expert-led interactive lectures
- Group exercises and role-playing simulations
- Real-life case study analysis
- Hands-on proposal writing labs
- Peer-to-peer feedback and reviews
- Final project: Develop a complete proposal for a mock grant

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com