



# Proposal Writing Basics for Arts Organizations and How to Apply to The James Irvine Foundation's Creative Connections Fund

Monday, January 24th, 1:00–5:00pm

Co-sponsored with City of San Diego Commission for Arts and Culture

Museum of Contemporary Art San Diego

David C. Copley Building, Berglund Room, 1100 Kettner Blvd, San Diego CA 92101

Learn valuable proposal writing skills and hear insider tips on how to apply to The James Irvine Foundation's Creative Connections Fund at this program offered in several sites in California. Thanks to sponsorship from The James Irvine Foundation, this program is offered FREE OF CHARGE, and all attendees will receive a free copy of The Foundation Center's Guide to Winning Proposals and The Foundation Center's Guide to Proposal Writing.

## **Part One: Learn about the basics of writing a proposal**

Topics covered will include:

- The key components of a proposal to a foundation or corporation
- How to package your proposal
- Steps to take if a proposal is turned down

## **Part Two: How to Apply to The James Irvine Foundation's Creative Connections Fund**

A program officer from The James Irvine Foundation will provide an overview of the goals and priorities of the Creative Connections Fund, advice on avoiding common mistakes, and how to make the most compelling case for support. Irvine staff will also be able to answer questions applicants might have about applying to the Creative Connections Fund. Arts organizations with annual revenue over \$100,000 are eligible to apply to Irvine's Creative Connections Fund. Organizations located in all areas of California may apply. Please see the Irvine website for more details and to confirm your organization's eligibility: [www.irvine.org/artsfund](http://www.irvine.org/artsfund)

## **Part Three: Learn about the basics of budgeting for a proposal**

Topics covered will include:

- What kinds of expenses are covered under "personnel"?
- How do you determine an overall amount that is neither too high nor too low in relation to what you expect to accomplish?
- What kinds of expenses should be included on the "overhead" line?

To register please visit: <http://grantspace.org/Classroom/Training-Calendar/Other-Locations/Proposal-Writing-Basics-Creative-Connections-Fund-2011-01-24-San-Diego-California>  
or call 415-397-0902.