

2019-2020 National Grants Management Association's Application to Present

NGMA is accepting applications to present at:

- Annual Grants Training;
- Chapter Meetings; and/or
- Live Webinars

Our goal is to provide attendees with varying degrees of knowledge, skills, and resources to expand their expertise in grants management. Presentations must be educational in nature. Sales pitches, products, and/or marketing programs that promote an organization's services or products will not be accepted.

Please submit your completed application to present at the 2020 Annual Grants Training to Chere Williams at chere@ngma.org by October 1st.

Section 1: Applicant's Information

Applicant's Name:

Title:

Organization:

Organization Website:

Email Address:

Phone Number:

Section 2: Presenter Information

Please provide contact information for each of the presenters. Include additional pages as needed.

Presenter 1:

Applicant's Name:

Title:

Organization:

Organization Website:

Email Address:

Phone Number:

Presenter 2:

Applicant's Name:

Title:

Organization:

Organization Website:

Email Address:

Phone Number:

Section 3: Presentation Information

If selected to be a presenter, the information provided in this section will be used in NGMA's marketing materials. We recommend that you use clear, concise, and engaging language.

Session Title:

Program Description: (75 Words or Less)

Section 4: Presentation Information

NGMA's goal is to provide balanced programming to meet the needs of our diverse participants. Please indicate the course level, the training location of interest (Annual Conference, Chapter Meeting, and/or Webinar), and industry(ies) best represented by your proposal based on information below.

Course Level

Type "X" in the field that applies to your course:

Beginners **Intermediate** **Advanced**

Beginners

- Seeking an introduction to concepts, skills principles and terminology
- Seeking to build a foundation of knowledge and understanding
- New to the field or within their first two years of experience

Intermediate

- Seeking to build knowledge in focused topic areas
- Able to learn, discuss and analyze the complexities of a topic
- Mid-level in the field with 2-5 years of experience

Advanced

- Seeking to master knowledge in a focused topic area
- Able to apply learning in a deeper way
- Able to share culminating experience with others
- Able to solve problems using principles, concepts, research and best practices
- High-level in the field with five or more years of experience

Venue

Annual Grants Training

- April 14-16, 2020
- Approximately 900 participants
- 60-90 minute breakout presentations, including Q&A
- Sessions may be repeated based on relevance or need

Chapter Meeting

- Monthly dates and locations TBD
- Visit NGMA's Chapter page (<https://www.ngma.org/chapters>) to see a list of NGMA's chapters
- 60-90 minute presentations, including Q&A
- Sessions may be repeated at more than one location
- Must be appropriate for all expertise levels, industry and attendee type.

Webinar

- Webinar Wednesday, 1pm – 2pm EST, including Q&A (8-9 times per year)
- PowerPoint presentation with live interactive format
- If proposal is accepted, presentation slides are due 2 weeks prior to live webinar.

Industry:

- Federal Government State Government Local Government Tribal Government
- Nonprofit Organizations Institutions of Higher Education Affiliated Private Sector Organizations
- All Other (please specify by typing "X" in the box next to the appropriate industry(ies))

Attendee:

- Grantor Recipient Subrecipient Passthrough All Other
- (please specify by typing "X" in the box next to the appropriate attendees)

Length of Presentation:

Presentations for the Annual Grants Training and Chapter Meetings can be requested at 60, 75 or 90 minutes, including Q&A. Presentations for live webinars will be 60 minutes, including Q&A.

Section 4: Presentation Information

Please describe specifically who will benefit from your presentation. Which venue format is this session appropriate for, which career level, which industry, what attendee type, and how long will your presentation be? Please provide any additional information we may need to know in order for us to accept your application. For example:

Are you a Grantor wondering...

A subrecipient will learn...

Section 5: Presentation Delivery Method

Please indicate the delivery method for your presentation by checking the appropriate box.

- Traditional Presentation:** Lecture style, with PowerPoint presentation and time allotted for questions and answers.
- Hands-on Presentation:** Provide participants with an opportunity to engage in teaching activities and interactive discussions about a particular topic.
- Roundtable Discussion:** Facilitated discussion by presenter. Participants are given topics to discuss at their table or in a small group and report out to larger group.
- Panel Discussion:** One topic examined and explored from different perspectives. Panels must include a minimum of three panelists and a designated moderator. Panelists must be prepared with 3 starter questions.
- Other:** If you have another idea that is not listed. Please indicate the format and delivery style below.

Section 6: Presenter's Experience

Please describe the presenter's experience (e.g. venue, sponsoring organization, topic presented, expertise, etc.).

We are interested in learning about other topics or presentations you've given, please share any additional information you feel is relevant.

Presentation Interest

NGMA may contact you to present at more than one event. Please check the events that you would like to be considered for as a presenter with this submission.

- 2020 AGT Annual Conference
- Chapter Events
- Live Webinars

Key Dates and Contacts

Applications Due: **October 1, 2019**

Acceptance /Declination Notice: **November 2019**

Presenter Specifications Due: **November 2019**

(Specific information will be sent after the acceptance of the application)

Questions?

Contact **Chere Williams**, Senior Communications Manager at chere@ngma.org