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## Grantsmanship Center Member Benefits – Proposal Review

After graduating from the *Grantsmanship Training Program* you're a full member in The Grantsmanship Center's Membership Program for one year. This means you're eligible for one proposal review within 12 months of finishing the training. Later, you'll be eligible for one proposal review per year when you renew your annual membership. Here's how it works.

### When Submitting a Proposal for Review. . .

- Contact Roger Stephenson (contact information below) or your trainer to schedule a review. Trainers are often on the road, so allow a week for a response. If you can't reach your trainer, contact Roger.
- Trainers can generally complete a review within 2 weeks of receipt of materials. Work with your trainer to agree on the date by which you'll submit materials and by which you'll receive comments.
- Please provide a solid draft for review. The trainer's review comments will be most valuable to you at that point in proposal development.
- Be sure to provide the application guidelines formatted as a document – no links please.
- Submit documents electronically in WORD, as attachments to an email. Do not send hardcopy documents to The Grantsmanship Center or your trainer.
- Please use this format for the Subject Line on the email: GTP, <your name>, <training date>
- If your trainer is unable to complete the review (traveling, vacation, etc.), Roger will arrange for another of the Center's trainers to do it for you.

### There Are Limits . . .

- Trainers are busy and are unable to respond to last minute requests. You must schedule in advance.
- You must be the primary author of the proposal submitted for review.
- **We can only provide this benefit for proposals that do not exceed 10 pages, including the budget and other attachments.** Most foundation and corporate applications fit within this requirement, and some government proposals may qualify. If, however, the proposal you wish to have reviewed exceeds 10 pages, please contact Roger Stephenson. Recognizing the proposal review benefit, the Center will review longer proposals at a lower consulting fee than would normally be charged.

**Questions? Problems?** Contact [Roger@tgci.com](mailto:Roger@tgci.com) in the Membership Services Department or call him at the number below.

**Can't reach Roger?** Other staff at the Center will be glad to help. Call and ask for assistance.

Office Hours 8:30 am – 5:00 pm Pacific Time (213) 482-9860 or 800-421-9512

**[www.tgci.com](http://www.tgci.com)**