

WRITE IT RIGHT!



2026 Louisiana Brownfield Grantwriting Workshop



TAB
Technical Assistance
to Brownfields

KANSAS STATE
UNIVERSITY

DRAFT AGENDA

DAY 1 - July 28, 2026

- 9:30a: Registration with Coffee & Tea**
- 10:00am: Welcome and Introductions**
- *Group Introductions: Name, Organization, Relationship to Brownfields, Previous Grantwriting Experience, Interest in this Workshop*
 - *Any sections you especially need help with?*
- 10:15am: EPA Brownfield Grant Overview**
- *Available Grants and Applicant Eligibility*
- 10:35am: Working with a Consultant: Tips for a Successful Partnership**
- *Consultant vs. Entity Responsibilities*
 - *Contracting Requirements*
- 10:50am: Grant Application Overview: The Pieces and Parts of a Successful Application**
- 11:00am: Grant Guidelines – Section 1: A Strong Application Starts with a Strong Story**
- *Tips for strong starting points to describe your Target Area(s), Priority Sites, and Community Needs*
- 12:00pm: LUNCH BREAK**
- 12:30pm: Group Exercise: Review a Successful Grant Application – Section 1: Project Area Description and Plans For Revitalization**
- *What's their target area?*
 - *What's their story/ hook? Did it pull you in?*
 - *What worked well? What could have been improved?*
 - *Were you rooting for them at the end of Section 1? Did you want to read more?*
- 1:30pm: Write it Right! Exercise – Section 1: Developing Your Hook & Crafting Your Story,**
- *Identifying Target Area(s) and Priority Sites*
 - *What's your sob story?*
- 2:00pm: Group Report Out & Feedback – Section 1: Sell Us on Your Target Area!**
- 2:30pm: BREAK**
- 2:45pm: Grant Guidelines – Sections 2a-d: Articulating your Community's Needs with Data & Storytelling**
- *Finding data to support your story*
 - *What data boxes do you need to check?*
 - *Grant application vs. scientific paper*
- 3:50pm: Write it Right! Exercise – Sections 2a-d: Gathering Your Data**
- 4:15pm: Group Report Out & Feedback – Sections 2a-d: What did your Data Tell You?**
- 5:00pm: Day 1 Concludes**

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DAY 2 – July 29, 2026

- 9:00am: Welcome / Any Questions from Yesterday?**
- 9:15am: Grant Guidelines – Sections 2e-g: Project Partners & Community Engagement**
- *Choosing your Partners*
 - *Demonstrating Community Involvement & Input*
- 9:40am: Write it Right! Exercise – Sections 2e-g: Finding Community Partners / What's your Community Involvement Plan?**
- 10:00am: Group Report Out & Feedback – Sections 2e-g: Are We Convinced You're Involving Your Community?**
- 10:25am: BREAK**
- 10:40am: Grant Guidelines – Sections 3a-e: Clear & Concise Budgets & Tasks and Common Pitfalls to Avoid**
- 11:10am: Group Exercise: Review a Successful Grant Application – Sections 3a-e: Budget & Tasks**
- *What worked well? What could be improved?*
 - *How long did it take you to understand their tasks?*
 - *How clear was the budget and how they developed those numbers?*
- 12:00pm: LUNCH BREAK**
- 12:30pm: Write it Right! Exercise – Sections 3a-e: What Are Your Tasks and Budget?**
- 1:00pm: Group Report Out & Feedback – Sections 3a-e: Tasks & Budget**
- *Would a Reviewer Understand Your Process?*
- 1:30pm: Grant Guidelines – Section 3f: Measuring & Evaluating Environmental Program Results**
- *Be specific and check the box!*
- 1:45pm: Grant Guidelines– Section 4: Programmatic Capabilities & Ensuring Effective Management of a Grant**
- *Convince us you can manage this grant effectively!*
- 2:00pm: BREAK**
- 2:15pm: KSU TAB Grant Writing Resources**
- *TAB EZ, Successful Applications Database, & Grant Reviews*
- LDEQ Tips for a Successful Application**
- *How to Request a State Letter & Lessons Learned Along the Way*
- 2:50pm: Writing a Strong Proposal – Tying it All Together!**
- 3:20pm: BREAK / OPTIONAL END OF DAY**
- 3:30pm: Talk it Out: Optional Time for One-on-One Assistance/Questions**

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DRAFT AGENDA - Continued

DAY 3 – July 30, 2026: Optional Working Session

- 9:00am:** Circling Back: Questions? Anything to Review Again?
- 9:45am:** Write it Right! Time to Write Your Grant!
- *Take time to continue drafting your grant application with Brownfield experts to ask questions and guide you*
- 11:45am:** Wrap Up & Next Steps
- *Review of Resources, Anticipated Deadlines, Other Upcoming Trainings*
- 12:00pm:** Day 3 Concludes