



The Lenny Zakim Fund

BRIDGING COMMUNITIES

Dear Friend:

We are pleased to invite you to The Lenny Zakim Fund June 2008 Institute:

Critical Skills for Effective Fundraising and Development – Part 2

- *Good Grant Basics*
- *Fundraising Planning for a Sustainable Future*

The Institute will be held Friday, June 6th 2008, at The Park Plaza Hotel, at 50 Park Plaza at Arlington St., Boston, from 1:00 PM 6:15 PM, followed by a networking reception – a great chance to meet and greet colleagues.

- Lunch will not be served, refreshments including baked goods, drinks, fruit and other snacks will be available during the break. The Reception at the Institute's close includes hors d'oeuvres and cold drinks.
- Each workshop will last three hours in order to present the material in depth and to give as many people as possible individual attention.
- This packet includes driving directions. To arrive by T please take the Green Line to Arlington Street Station. A map with the hotel's location is on the driving directions page. Parking is available for a fee in the adjacent Motormart Garage (26 Park Plaza, \$18 for up to 12 hours).
- Both workshops are appropriate for both Staff and Board members alike.

There are two workshops – you may pre-register for your first choice **but registration is first-come first-served and we cannot guarantee that you will be placed in your first choice.**

Workshop One – Good Grant Basics Presented by Liz O'Connor, Strategy Matters
PREWORK- Please bring a copy of a grant proposal with you

Workshop Two – Fundraising Planning for a Sustainable Future Presented by Sue Karant, Sue Karant & Associates
PREWORK- Please bring a copy of your budget or fill out the enclosed worksheet and bring it with you

To RSVP please fill out the registration form (enclosed). Up to 3 members of your organization may attend. Fill out one registration for each attendee. You may return it by email or snail mail (do not fax) to Jude Goldman at jgoldman@thelennyzakimfund.org or The Lenny Zakim Fund, c/o DLA Piper, 33 Arch Street, 26th Floor Boston, MA 02110.

Sincerely,

Jude Goldman
Executive Director