Advance A to Z Grant Writing Class

COURSE OVERVIEW AND SYLLABUS

INSTRUCTOR: Ms. Monica Cupid, MBA

E-MAIL: growthstrategiesforlife@gmail.com

Course Length: 6 Weeks (40-Hours)

Education Course: Non-Credited Certification Course

"He who has never failed somewhere, that man can not be great."
Herman Melville

Course Description: Use hands-on practice to learn to write successful grants! We will start with an introduction to grants and their place in the development of nonprofit organizations and learn the sound planning skills needed for strong proposals. Students will write a grant for a nonprofit organization, getting feedback on each section as it is developed. A list of organizations seeking grant writing assistance will be provided. Using interactive learning and assigned tasks, we will focus on planning, research, evaluation techniques, budgeting and how to effectively communicate issues and needs in a clear and concise manner.

Course Purpose: This course will provide students with the background necessary to understand the grant procurement process and to read and understand the parts of a competitive funding proposal. The course work will focus on:

- Organizational readiness
- Grant research – finding funding and making the appropriate match
- Components of an application
- How to read and understand proposal guidelines and requests for proposals (RFP)
- Project budget development
- Strategies for developing an effective program
- Preparing grant applications
- Technical writing skills
- Procedures for grants submission
- Project start-up
- The grant application review process
- Cover letters, letters of intent, reports and final summaries

Course Connection to Program Framework: This course is based on the program's conceptual framework which includes the fundamental need for high performing public and nonprofit leaders to be capable, informed and highly ethical. They need the ability to build effective organizations based upon a reflective decision-making model.

SPECIFIC PERFORMANCE OBJECTIVES

Module One: Introduction to Grant Writing

- A. What is Grant Writing
- B. Common untruths about the grant process
- C. Common Grant Terminology
- D. Why write grant proposals
- E. Some tips before you start writing
    - a. Your Audience
    - b. The Style of Writing
    - c. Ten most common reasons why proposals are rejected
- F. Preparing the request for proposal (RFP)
- G. Writing process
    - a. Bid/no bid decision
    - b. How to decline a RFP
- H. Analyzing the RFP
    - a. Proposal team
    - b. Detailed analysis of the RFP
- I. Scheduling tasks and meeting deadlines for the RFP
- J. Program design
    - a. How will you fulfill the requirements of the RFP
    - b. Services you will provide
    - c. Time and money, it will take to complete the project
- K. Parts of the proposal

Module Two: Introduction to Grant Research

    A. Identifying prospective funding sources that fit with your organization

    B. Understanding funder profile and requirements

    C. Matching the needs of the funding organization

    D. How to move through the grant research process

    E. What to keep in mind when looking for grant funding

Module Three: Evaluating Organizational Grants-Suitability

    A. Your organization's culture and infrastructure

        a. Solid reputation in the community

        b. Credible track record

    B. Building true partnerships

        a. Methodology to approach potential partners

        b. Developing a master grants plan

    C. How to Plan

Module Four: Proposal Consideration and Knowing Your Funder

    A. Matching the needs of the funding organization

    B. Private versus Government

    C. Developing Funder Profile

    D. Developing strategy for relationships and tell your story

    E. Tracking system for proposals and relationships

Module Five: Fundamental Elements of a Proposal

    A. Introduction

    B. Grant proposal abstract

    C. Organizational Background

    D. Project Description

    E. Need Statement

a. Importance of need statement

b. Good and poor examples

c. What not to do

d. Writing tips

F. Program Design

a. Defining your program goals and measurable objectives

b. Defining your target population

c. Defining your program activities

d. Writing your program goals, objectives and activities

G. Implementation plan

a. Developing your timelines

b. Developing good performance measures

H. Logic model

I. Sustainability

Module Six: Types of Grant Proposals

A. Letter of Inquiry

B. Full Proposal

Module Seven: Creating Budgets

a. Budget Summary
b. Budget Narrative

Module Eight: Commonly Requested Attachments

Module Nine: Grants Management (Post Award)

A. Effective program tracking & recordkeeping systems

B. Quality control

C. Success monitoring

D. Program improvement

Readings: Readings will be assigned from handouts online. No book is required, although two widely available writing aids are suggested.

Suggested Texts:

Publication manual of the American Psychological Association (6th ed.). (2001). Washington, D.C.: American Psychological Association. (ISBN: 1-55798-243-0)

Strunk, W. & White, E.B., (2000) *The elements of style* (4th ed.). Boston, MA: Longman. (ISBN:0-205-30902-X)

COURSE POLICIES

This course conflict management and mediation course is created to teach those willing to create a safe and sustainable future, by managing and resolving conflicts with one another. Our most pressing global challenges we face today require that we show skillfulness in engaging with each other, recognizing how we can creatively approach our interdependent goals to create new opportunities for a better future.

There are both substantive and procedural ways that this course is infused with the theme of sustainability. Reading materials and assignments will be handled entirely through electronic means.

ATTENDANCE AND PARTICIPATION

You are expected to attend all classes for this course, be prepared, and be on time. The class is built around your being in attendance and engaged in class activities, exercises and discussions. It is each student's responsibility to attend all sessions in order to receive your non-credited certification.

If you are absent for two or more consecutive class sessions due to a legitimate excuse, you are required to submit a letter signed by a person in a position to make an authoritative determination as to the validity of the absence, including the phone number of the individual who signed, and presented to GSFL prior or upon returning to training sessions. GSFL reserve the right to contact the person who signed your letter to check on the validity of the content and authority of the letter. These are the only situations in which you will be allowed to reschedule your course. If you fail to comply, no refunds are given for missed sessions or making up of missed sessions.

Students who miss class are responsible for obtaining all material and information that they missed. This includes any changes to the schedule that are announced in class.

ACADEMIC INTEGRITY

GSFL expects all students to uphold intellectual honesty in their academic work. In this class, it is essential that you demonstrate honor in maintaining the confidentiality of the role specific information for course role play exercises.