Grant Writing
BUS 212 – 3 Credits
Online

Semester:
Day(s): Online
Time(s):
Instructor:
Office Hours:
Phone Number:
Email:

Prerequisite/Co-Requisites: None

Course Description
This course is designed to provide students with a general introduction to the field of grant writing. Instruction provides information on types of grants, common requirements of grant applications, and elements of a grant application. Students will learn to convey grant needs, access resources, design a management plan, develop a budget, and conduct evaluations. The course includes common grant applications, letters of inquiry, introductory letters, written contracts, formal reports and common correspondence.
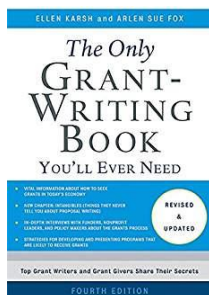
Course Goal
To guide students to produce a complete and competitive grant application in an area of interest and connect them to resources to support their future grant writing efforts.

Required Text

Karsh, E. and Fox, A. (2014) The Only Grant-Writing Book You'll Ever Need. New York: Basic Books, Perseus Books Group. ISBN 978-0-465-05893-8

Student Learning Outcomes and Assessment Methods

Learning Outcomes	Assessment Methods
Learn about different types of funders and funding requirements	Funder Research Assignment
Learn about the role that partnership and collaboration plays in grant writing	Discussion Boards
Learn how to write a strong and compelling grant narrative	Writing Assignments
Learn how to structure goals, objectives and timelines in a grant application	Workplan Development
Learn how a budget is constructed as a part of a grant application	Budget & Budget Narrative Development

Grading Policy

Your performance in this course is assessed using multiple, varied methods in the areas listed below and based on the expectations as described in the syllabus and outlined in assessment scoring guides or rubrics. If you do not understand the expectations, it is your responsibility to ask the instructor questions.

Participation in Discussion Boards	20%
Funder Research Assignment	10%

Written Assignments
   *Problem Statement (10%)
   *Project Narrative (15%)
   *Workplan (15%)
   *Budget (10%)
	50%

Completed Grant Proposal	20%
Total:	**100%**

Coursework Expectations

This section of the syllabus contains a listing with brief descriptions of the assessment methods for this course. They are designed to align with the student-learning outcomes and provide you with varied ways to demonstrate mastery of the course content. *Additional instructions and related scoring guides or rubrics are posted to Blackboard*.

Blackboard

Participation in Discussion Boards (20%): Course expectations related to class participation focus on intrapersonal, interpersonal, and cognitive competencies that are important to employers and a successful career. In this course, you will be assessed based on the following criteria: (a) acting ethically and with integrity, (b) demonstrating foundational knowledge pertaining to the week's topic, (c) contributing to a collaborative learning environment (e.g., sharing knowledge or resources with other learners), (d) advancing the level and depth of learning (e.g., commenting or questioning in ways that encourage critical thinking or deeper analysis of a topic).

Research Assignment (10%): This assignment will expose you to a range of different funders and will give you experience in searching for a funding source to match the project you are trying to fund.

Written Assignments (70%):

These written assignments will culminate in the production of a full grant application. They will give you experience in writing all the different pieces of a grant application, including the Table of Contents, Abstract, Project Need, Project Description, Staffing Plan, Goals and Objectives, Timeline, Budget and Budget Narrative.

The Course Outline / Class Schedule contains due dates.

Course Outline / Class Schedule*

Week / Date(s)	Topic(s) To be Covered Each Week	Reading Assignments	Weekly Assignments
Week 1	• Course overview • Intro to grants • Types of grants • Searching for grant opportunities	• Part I: Requisites (1-3) • Lesson 1 (pgs. 5-13) • Lesson 2 (pgs. 15-38)	• Listen to PPT Lecture Week 1 • Discussion Post & Responses Week 1 • Funder Research Assignment Due
Week 2	• Letters of Intent • Applicant requirements • Required elements	• Lesson 3 (pgs. 39-57) • Lesson 4 (pgs. 59-77) • Lesson 5 (pgs. 79-93)	• Listen to PPT Lecture Week 2 • Discussion Post & Responses Week 2
Week 3	• Grant writing guidelines • Needs Assessment	• Part II: It's Finally Time to Write the Proposal (pgs. 117-118) • Lesson 6 (pgs. 119-135) • Lesson 7 (pgs. 137-155)	• Listen to PPT Lecture Week 3 • Discussion Post & Responses Week 3 • Problem Statement Due
Week 4	• Project Narrative • Management Plan • Goals & Objectives	• Lesson 8 (pgs. 157-166) • Lesson 9 (pgs. 167-178) • Lesson 10 (pgs. 179-188)	• Listen to PPT Lecture Week 4 • Project Narrative Due
Week 5	• Goals & Objectives – (The Remix) • Timelines • Workplans • Evaluation	• Lesson 11 (pgs. 189-198)	• Listen to PPT Lecture Week 5 • Workplan Due
Week 6	• Budgets & Budget Narratives • Sustainability	• Lesson 12 (pgs. 199-211) • Lesson 13 (213-220)	• Listen to PPT Lecture Week 6 • Discussion Post & Responses Week 6 • Budget and Budget Narrative Due
Week 7	• Abstract • Table of Contents • Required Forms		• Listen to PPT Lecture Week 7

Week 7½			• Completed Grant Proposal Due 10/29
			  ➢ Table of Contents
			  ➢ Abstract
			  ➢ Problem Statement
			  ➢ Project Narrative
			  ➢ Workplan
			  ➢ Budget

This syllabus is subject to change at the discretion of the instructor.

Class Policies

Blackboard: Blackboard contains class materials such as PowerPoints, worksheets, media, and links for submitting assignments. Be sure to *check Blackboard often* to stay up to date on announcements, new course materials, and other important information. *All assignments must be submitted on Blackboard.*

Late Assignments: Deadlines are an integral part of all professional careers. You must manage your time and complete all coursework thoroughly and on time (e.g., quizzes, exams, papers, projects, discussion board posts). Per department policy, any work submitted to the instructor after the due date will result in a zero for that particular assignment. Late assignments or make-up exams are not permitted except when there are documented extenuating circumstances (i.e., medical and family emergencies), and the instructor has been notified 24 hours before or after the deadline. In circumstances in which the instructor permits a make-up assignments or exams, the format of the task is at the discretion of the instructor.

Course Decorum: We will create a positive learning environment in this course. There is an expectation of respect and professionalism. The professional conduct policy includes, but is not limited to:

1. Completing all class assignments in a timely manner.
2. Being an attentive, engaged, and active participant in class discussions.
3. Demonstrating respect for instructors, peers, and self and treating others in a professional manner.
4. Abiding by Goodwin's academic integrity policies.

Communication and E-mail: Students are expected to communicate in a professional manner (i.e., verbal, written, and electronic). I will send course updates and announcements through Blackboard so please *check your Goodwin e-mail account regularly*.

APA Style: This course follows APA style format for all written assignments. All written assignments must be produced using software that is compatible with Blackboard. Assessment of written assignments will include use of APA format, writing, grammar, quotations, and references. Academic Writer is also an available at https://goodwin.libguides.com/academicwriter to help with APA formatting.

Expectations for Written Work: The following are basic expectations for all written work:

1. One-inch margin for all sides of the page (e.g., top, bottom, left, and right side of the page).
2. The font is 12 point.
3. The paper is double spaced.
4. The first page of the paper includes:
   - ✓ Your full name
   - ✓ The date of submission

Goodwin College Policies and Services
This course adheres to all policies outlined in the Goodwin College catalog.

General academic policies of Goodwin College may be found on the college web site at and in the college catalog at http://www.goodwin.edu/academics/catalogs.asp.

Student services information may be found on the Goodwin College website at https://www.goodwin.edu/student-affairs/ and http://www.goodwin.edu/library/.