COURSE SUMMARY
Grantwriting Essentials – Summer 2015
Graduate CRN: 40127 Undergrad CRN: 40128
Sylvie McGee – 360-705-1233 or mcgees@evergreen.edu

Class Meetings: Mondays, 6 – 10 PM, SEM 2 E2105

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 grantwriting 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.

TEXTS: Every student will read two texts. For your first text, you will read *Getting Funded*. You will also read assigned grants from an online source (*Grantspace*) that will serve as the second text. Finally, all will read a substantial resource on evaluation planning by the W.K. Kellogg Foundation, and additional reading resources may be posted on the course Canvas site to illuminate lecture and workshop content.

> *Getting Funded: The Complete Guide to Writing Grant Proposals 5th Edition,* Susan Howlett and Renee Bourque, Word and Raby Publishing, 2011. ISBN: 978-0984277285

This is available through the Evergreen bookstore, on various used booksellers' sites, or new from one of the author's websites, at: www.brightstargrants.com, click on the "Getting Funded" tab. Not available as Kindle or other electronic version.

Author link: http://brightstargrants.dreamhosters.com/Resources/Purchases/GF_Bundles.html

NOTE: If buying from a used book reseller, make sure you're getting the right edition, by checking the ISBN number, because otherwise the readings will not work.

AND

Source for sample grants: http://grantspace.org/Tools/Sample-Documents

GRANTWRITING PROJECT: I will provide a portfolio of non-profit organizations seeking grantwriting assistance from which to choose for your project. These are projects that have been screened to ensure that they can provide you with the access to information and people you need to complete the application. Alternatively, if you are strongly interested in a project with an organization that you are connected to, contact me in advance of the first class meeting, and I

will evaluate the project you want to write for to see whether it will offer you the components you need for this class. If you have questions about this, email me at: mcgees@evergreen.edu.

WRITTEN ASSIGNMENTS: During this course, you will prepare several documents:

- *Draft sections of the grant application* for review by faculty and your peers.
- A *grant application* in response to either a grantor's Request for Proposal or their published application guidelines for a full proposal format (not a letter of inquiry).
- During evaluation week, you will submit the final version of your proposal incorporating feedback on your final draft.
- <u>NOTE</u>: This course has a substantial writing load. You will submit written assignments every week from June 29th through evaluation week.

USE OF COURSE SITE ON CANVAS: We will use Canvas, an online learning resource, for submission of assignments and for posting course materials. If you are not familiar with Canvas, you will need to review the Canvas orientation materials online. It's a straightforward system.

GROUP ASSIGNMENT: Throughout the course, you will be assigned to a reading group of 3-4 people. You will participate in review of sections of your classmates' applications, and they will review sections of your application. In the last week of class, you will participate in a small group proposal rating exercise to read and rate full proposals by up to four of your classmates not in your original reading group.

EVALUATION PROCESS: You will be evaluated for this course based on (1) your participation in class, (2) your written assignments, (3) review of others' assignments, and (4) your completed grant proposal.

<u>**NO LATE FINAL PROPOSALS**</u> **will be accepted past the deadline, 6 PM on Thursday,** <u>**August 20th.**</u> All submissions will be made on-line through Canvas in electronic format. **Failure to submit the complete proposal by the deadline will result in a no-credit evaluation.**

CLASS SCHEDULE AND CONTENT		
Class Date	**Class session focus**	**Assignment for this date**
1. Jun 22	Syllabus review, class expectations, choice of projects, introduction to assignments. Overview of the grant-seeking and grant-making process. Introduction to Canvas – online course learning system we'll be using.	Review potential project list and identify three you would be willing to work with in order of preference.
2. June 29	Basic elements of grants – what questions must we answer to be successful? Grant planning - Preparing for interviews with clients.	**Read:** Getting Funded: Introduction and Chapter 1 On GrantSpace: ▪ Bobby Dodd Institute to the Community Foundation for Greater Atlanta ▪ Consejo Popular de Echo Park to Agape Foundation **Post to Canvas:** • Notes on pre-interview research on the grant/issue/agency Reflection on grants read, using format posted on Canvas in assignment block.
3. July 6	Understanding need: Differences between organizational and funder perspectives. Describing and documenting need – how do we tell the story?	**Read before your agency interview!** Getting Funded, Chapter 2 and 9 **Post to Canvas:** Notes from your agency interview, using format posted on Canvas in assignment block.

4.	July 13	Understanding and describing approach and methods. Logic models as a tool for organizing the grant.	**Read:** Getting Funded: Chapters 3 and 10 AND On GrantSpace: ▪ Lincoln Literacy Council to the Cooper Foundation ▪ Planned Parenthood of Georgia to the Atlanta Women's Foundation Come to class prepared to discuss these grants. **Post to Canvas:** Draft Needs Statement.
5.	July 20	Identifying and qualifying funders. Grant sources and grantwriting resources online. Online funder research in the computer lab.	**Read in advance of class:** Getting Funded: Chapters 4 through 7 AND On GrantSpace • Both Letters of Inquiry under the Letter of Inquiry category. **Post to Canvas:** Draft Program Plan/Project Description section.
6.	July 27	Goals, objectives, timelines and responsibility charts – all the details. Evaluation plans and strategies – how will we prove that what we're doing is working?	**Read before class:** Getting Funded: Chapter 11 AND W.K. Kellogg Foundation's Logic Model and Evaluation Handbook materials posted on Canvas in the assignment block. **Post to Canvas:** At least three funding sources appropriate for your project, using format posted in the assignment block, and analysis of which funder you intend to approach.

7. Aug 3	Organizational capacity – what and how to document readiness. Partnerships and letters of collaboration. Documentation and attachments.	**Read**: Getting Funded: Chapter 13 AND On GrantSpace: • New Settlement Apartments to Charles Hayden Foundation • New Jersey Conservation Foundation to the Fund for New Jersey **Post to Canvas:** Draft of your Goals, Objectives and Evaluation Sections
8. Aug 10	Budgets, budget narratives, and planning for sustainability of efforts.	**Read before class:** Getting Funded: Chapter 12 AND On GrantSpace: All three budgets listed under the Proposal Budgets category **Post to Canvas:** Draft Organizational Capacity Section
9. Aug 17	Review, editing, overcoming roadblocks. Working with the reality of imperfect agencies, programs and funders.	**Read**: Getting Funded: Chapters 14, 15 and 16 **Post to Canvas:** Draft Budget Section
The **deadline** for submitting your final proposal draft on Canvas is **6 PM on Thursday, August 20th**. There are no extensions. **Failure to meet this deadline will result in a no-credit evaluation.**		
10. Aug 24	Workshop – final review groups and peer feedback on proposals. Last questions. Course evaluation.	
Evaluation week: By August 31, submit the final proposal revision suitable for forwarding to your agency, incorporating feedback from peers and faculty. Also submit self-evaluation and faculty evaluation.		