Grant-Writing for Non-Profit Organizations, MGT 5402

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DATES: 1-29-14 to 5-14-14 **DAY:** Wednesday **TIME:** 2:00- 4:50 PM

COURSE DESCRIPTION:

This course provides a hands-on approach to developing grant writing skills for not-for-profit professionals. It includes a discussion on the similarities and differences between grant-writing and fundraising. All aspects of proposal development will be examined: idea generation, identification of potential funding sources, writing letters of inquiry, and working on the proposal itself. This is a practical "how-to" course. You will not only learn how to research, but to write and apply for grants.

COURSE OUTCOMES:

1.) Approach proposal writing, grant seeking, and grant writing positively and with a high level of confidence.

2.) Research, identify, and approach potential grant sources.

3.) Learn the distinctive vocabulary used in the field of grantwriting.

4.) Learn how to narrow the field and focus on a specific potential grant source.

5.) Draft an effective letter of inquiry incorporating all the components of a grant solid proposal.

6.) Produce an elaborated detailed grant proposal with introduction, problem statement, objectives, proposed activities, an evaluation plan, a dissemination plan and a justified budget.

7.) Critique a colleague's proposal for logical consistency and match to target funder's interest and provide suggestions for improvement.

8.) Point out the similarities and differences between fundraising and grantwriting.

9.) Develop effective and efficient communication and collaborative skills in working with a partner (or partners) in a grant writing team.

10.) Learn to budget time and hone management skills while continuing to develop skills in written and oral communication.

COURSE REQUIRMENTS:

1.) Attend class and participate in the discussions.

2.) Buy the textbooks. Bring the textbooks to each class, and do the assigned readings in advance of each class.

3.) Complete the Mid-Term "Glossary" Exam.

4.) Write a 15-20 page final research paper based on the ideas presented in our textbook: Ken Burnett, *The Zen of Fundraising: 89 Timeless Ideas to Strengthen and Develop Your Donor Relationships* (Jossey-Bass, 2006). Do you agree or disagree with the author? Explain why [or why not] and support your claims with textual evidence.[1] Compared to the other texts and lectures presented in this course do Burnett's ideas seem plausible? What three beneficial ideas does Burnett present?

5.) Prepare an "Expert Folder" based on the study and close reading of our textbook: Judy remore and Nancy Burke Smith, *The Everything Grant Writing Book: Create the Perfect Proposal to Raise the Funds You Need*. This notebook should be generated from class lectures, discussions, and close readings by the student during the Semester. This "Expert Folder" should contain one page per chapter with an analysis and summary double-spaced typed in 12 point Times New Roman.

6.) Hand in all assignments on time and on deadline. Incompletes are given only when there are compelling medical or family reasons. Students who fail to turn in assignments will be awarded an appropriate grade.

EVALUATION:

Class Participation ……. 10%
Mid-Term Karsh and Fox "Glossary" Exam ……..……..….... 20%
Final Research Project based on Burnett Textbook .…….…… 40%
"Expert Folder" Chapter Summaries of Smith and Tremore ……..…..... 30%

REQUIRED TEXTBOOKS:

Karsh, Ellen and Arlen Sue Fox. *The Only Grant-Writing Book You'll Ever Need: Top Grant Writers and Grant Givers Share Their Secrets.* Carroll & Graf; Revised Edition, 2009. ISBN-10: 0786717548 [$14.30/$12.00 on Amazon.com/ 9.99 Kindle].

Tremore, Judy and Nancy Burke Smith. *The Everything Grant Writing Book: Create the Perfect Proposal to Raise the Funds You Need.* Everything Series, Adams Media Corporation, 2008. ISBN-10: 158062877X. [$10.18 on Amazon.com].

Burnett, Ken. *The Zen of Fundraising: 89 Timeless Ideas to Strengthen and Develop Your Donor Relationships* (Jossey-Bass, 2006) ISBN-10: 0787983144 [$13.57, Amazon.com].

RECOMMENDED READINGS:

Browning, Beverly A. *Grant Writing For Dummies* (The "For Dummies" Series, 2005). ISBN-10: 0764584162. [$14.95 on Amazon.com.]

Bray, Ilona M. *Effective Fundraising for Nonprofits: Real-World Strategies That Work*. (NOLO) ISBN-10: 1413300944 [$16.49 Amazon.com]

USEFUL BOOKS ON WRITING:

Strunk, Jr., William I. and E.B. White. *Elements of Style.* New York, Macmillan Publishing Company.

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[1] Here is an example of a footnote for this text: Ken Burnett, *The Zen of Fundraising: 89 Timeless Ideas to Strengthen and Develop Your Donor Relationships* (Jossey-Bass, 2006), pp.123-126.

Turabian, Kate L. *Manual for Writers of Term Papers, Theses, and Dissertations*. Chicago: The University of Chicago Press.

ATTENDANCE: Our goal is 100 percent attendance. Solid attendance means coming to class on time and being prepared to participate in the class discussion. Excessive unexcused absence will lead to failure in this class. Be here and hear!!

Learning Plan and Schedule:

Week One: Smith and Tremore, p.1-26. Also, read Ken Burnett and discuss as an overview of the subject. Karsh and Fox, Lesson 1 and 2.
Week Two: Karsh and Fox, Lesson 3 and 4.
Week Three: Karsh and Fox, Funder's Roundtable and Discussion of Funding Sources.
Week Four: Karsh and Fox, Lesson 5 and 6.
Week Five: Karsh and Fox, Lesson 7 and 8.
Week Six: Karsh and Fox, Lesson 9, 10 and 11.
Week Seven: Midterm [Exam on Karsh and Fox, Glossary Terms found on page 311-326]. Read Karsh and Fox, Lesson 12, 13, and 14.
Week Eight: Karsh and Fox, Lesson 15-18.
Week Nine: Smith and Tremore, p.1-26.
Week Ten: Smith and Tremore, Chapters 3-5.
Week Eleven: Smith and Tremore, Chapters 6-10.
Week Twelve: Smith and Tremore, Chapters 11-13.
Week Thirteen: Smith and Tremore, Chapters 14-17.
Week Fourteen: Smith and Tremore, Chapters 18-22.
Week Fifteen: Discussion of Final Research Paper

Academic Integrity

Plagiarism is a form of dishonesty that occurs when a student passes off someone else's work as their own. This can range from failing to cite an author for ideas incorporated into a student's paper, to cutting and pasting paragraphs from different websites, to handing in a paper downloaded from the Internet. This includes buying or submitting a paper written by a third party. All are considered forms of "plagiarism" and a violation of the Seminary's academic integrity policy. Instances of plagiarism may be reported to the Vice President of Academic Affairs for disciplinary action. Possible disciplinary actions include probation, suspension or withdrawal.

The first instance of plagiarism in this course, the student must repeat the assignment. If the student plagiarizes again, the student will receive an "F" for the course.

SCHEDULE IS SUBJECT TO CHANGE AT ANY TIME BY THE INSTRUCTOR!

He who Reads Leads!