Grant Writing  
(BUS 699 for MAM, IDS 471 for undergraduates)  
Winter Flex 2015

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Course Description
Successfully securing grants has become very important to many government, non-profit, education and business entities alike. Grant funding can be a critical component to organizations in accomplishing their goals. This course will cover all aspects of writing grant proposals and managing grants.

Textbook
There will be no required textbook for the class. Students will have access to power point slides and numerous resources on Blackboard. Book recommendations will be given if students wish to invest in an additional resource.

Course Objectives
At the completion of this course, the student will be able to:

1. Identify a variety of sources for grants  
2. Describe the major components of a typical grant  
3. Describe the steps in creating a compelling grant concept  
4. Describe and use the necessary skills to organize, prepare and write grant proposals  
5. Critically analyze proposals and assess their funding potential  
6. Effectively use the Internet as a tool to assist in the grant seeking process  
7. Describe the important components of grant management and data collection

Class Schedule
January 4, 5, 6, 7, 8  
1-2 individual meetings with instructor between February 9th and February 23rd

Important: All class time will occur during flex week, but work on the assignment will continue through the Winter II, 2015 term.

Please note: Class attendance is very important. Students who cannot attend all class meetings should not sign up for the class at this time.

Learning Strategies
Reading, research, reflection, assimilation of information into written assignments, interaction with community experts in class, written analysis of classmate’s work.
Assignment and Due Dates

Hmmm... how about writing a grant? That seems to make some sense.

**Due January 19:** Grant concept, recipient for the grant, funding source. Submit via email. Include links to the on-line grant description and selection criteria. Send the same information to your class partner via e-mail. If there is no Web link for grant description and selection criteria, student should scan the hard copy documents and send those instead.

**Due February 9:** First draft of your grant proposal. This should be a well-developed, well-edited draft.

**February 9 – February 16:** 1:1 meeting with Susan

**February 16- February 23:** Additional meeting with Susan, if needed

**Due March 2:** Final grant proposal. Submit via email to instructor and class partner.

**Due March 9:** Written analysis of your class partner’s grant proposal. Submit via email to instructor and class partner.

**Grading**

Grant: 900 points
Review of class partner’s grant proposal: 100 points

Grant submitted must meet the format required by the RFP, and will be graded accordingly.

Late assignments will not be accepted unless a result of significant circumstances and communicated in a timely manner.

Doane email will be used exclusively for this class. All assignments must be submitted via Doane email.