**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**

May 28, 30
June 4, 6, 11
1-2 individual meetings with instructor between June 28 – July 19

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

**Assignment**

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

Due June 10: 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 June 26: First draft of your grant proposal. This should be a well-developed, well-edited draft.

June 28 – July 3: 1:1 meeting with Susan

July 3 – July 19: Additional meeting with Susan, if needed

Due July 19: Final grant proposal. Submit via email to instructor and class partner.

Due July 22: Written analysis of your class partner’s grant. Submit via email to instructor and class partner.

Grant: 90 points
Review of class partner’s grant: 10 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.