

Special Topics: Grant Writing for Nonprofits– Fall 2016

SpTp: Grant Writing - 1802 - CMM 677 - 101

Instructor: Dr. Barbara J. Tarter (tarterb@marshall.edu)

Classroom: Smith Hall 261

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Office Hours**

TIME	Monday	Tuesday	Wednesday	Thursday
12:00-1:00			Office Hours 12:00-1:00 (May have faculty meeting or Huntington City Mission Meeting)	
1:00-2:00	Office Hours 1:00-2:00	Office Hours 1:00-2:00	Office Hours 1:00-2:00	
2:00-3:00	Persuasion 2:00-3:15 (Smith 261)	First Year Seminar 2:00-3:15 (Smith 263)	Persuasion 2:00-3:15 (Smith 261)	First Year Seminar 2:00-3:15 (Smith 263)
3:00-4:00	Office Hours 3:15-4:45	Office Hours 3:15-4:15	Office Hours 3:15-4:15	Office Hours 3:15-5:15
4:00-5:00				
6:00-6:30	Office Hours 6:00-6:30			
6:30-7:00	Grant-Writing-Graduate Class 6:30-9:00 Smith (261)	Tri-State Literacy Tutor (6:30-8:30)		
7:00-8:00				
8:00-9:00				

**If the current office hours do not meet your needs, please let me know and additional times can be made available.

Textbooks:

Clarke, C. A. (2009). *Storytelling for grantseekers: A guide to nonprofit fundraising*. San Francisco, CA: Jossey-Bass.

Most of the readings will be placed on blackboard, provided in class, or links provided.

This course is a Special Topics course focused on learning the complex steps of grant writing. The course requires the application of communication skills throughout the grant process and will include analyzing the grant seeking organization for strengths and weaknesses related to grant seeking; exploring potential sources of grants; providing a step-by-step process for obtaining a grant; and participating in a grant evaluation process.

Communication Program Student Learning Outcomes



1. Understand basic concepts associated with the primary theories of communication.
2. Write a clear, concise, and reasoned paper on topics dealing with the concepts of communication.
3. Understand the research literature underlying the discipline of communication.
4. Demonstrate speaking competencies by composing a message; provide ideas and information suitable to the theory and audience.
5. Basic understanding of the nature of scientific inquiry, as applied to human behavior.
6. Familiarity with the four research methods commonly used to study human communication behaviors.
7. Greater skill in analytical thinking and writing.
8. Demonstrate "sense-making," the ability to apply knowledge to actual experience.




Relationships among Course, CMM Program, and MU Degree Profile Outcomes

Course Outcomes	How Accomplished in this Course	How Evaluated in this Course	Program Outcomes	Degree Profile Outcomes
Students will locate resources supporting a need for the grant proposal	Classroom Discussion; Readings; Discussion Prompts; Lectures	Resource Needs Notebook; Draft Grant Proposal; Final Grant Proposal	5	Inquiry-based thinking
Students will analyze the staff, clients, and programs of a nonprofit organization to determine strengths, weaknesses and greatest needs.	Survey Tools; Interviews; Observation; Classroom Discussions; Lectures; Discussion Prompts; Readings	Organizational Analysis; Draft Grant Proposal; Final Grant Proposal	2, 8	Analytical inquiry
Students will combine the knowledge of the nonprofit organization with the mission and focus of the grant funder to generate an effective grant.	Guest Speakers; Discussion Prompts; Lectures; Classroom Interaction; Readings	Potential Grant Funders; Project Plan and Evaluation; Project Budget; Draft Grant Proposal; Final Grant Proposal	2, 7, 8	Integrative thinking Communication Fluency
Students will effectively apply the application of specific grant criteria to a variety of grants	Classroom Interactions; Lectures;	Reviewers Evaluations; Draft Grant Proposal;	4, 5, 7, 8	Communication Fluency

	Discussion Prompts; Readings;	Final Grant Proposal		Analytical Inquiry
Students will investigate the needs of the client population as they relate to current research and data related to the grant topic.	Classroom Interactions; Discussion Prompts; Readings	Resource Needs Notebook; Potential Grant Funders; Draft and Final Grant Proposal	1, 2, 3, 8	Broad Integrative Knowledge; Specialized Knowledge Communication Fluency

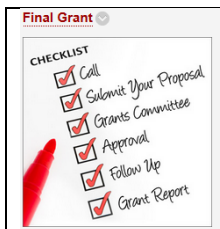
Assignments:

Date*	Topic	Readings	Assignments
Learning About the Organization			
August 22, 2016 	Benefits of Grant Writing “Knowing the Organization is a key to grant success” Program Evaluation	Blackboard Readings Evaluation of a Public Health Program Participatory Approaches to Planning Community Interventions Communicating Well Clark – Chapter 1	
August 29, 2016 	The Grant Process “Just the Basics” Review of the Parts of a Grant Types of Grants	Blackboard Readings Nonprofit 2013 Report Eight Steps to Grant Writing Debunking Grant Writing Myths How to Write a Grant The Art of Grantmanship Types of Grant Givers	Assignment 1 – Organizational Letter of Commitment
September 5, 2016	Labor Day – University Closed		

Finding Federal, State, and Foundation Grants			
<p>September 12, 2016</p> 	<p>Locating Federal and State Grants</p>	<p>Blackboard Readings</p> <p>Federal Grant Stages</p> <p>Applying for Federal Grants</p> <p>System for Award Management (SAM)</p> <p>General Overview of Applying for Federal Grants</p> <p>Grant Terminology</p> <p>Grants.gov at http://www.grants.gov/applicants/apply-for-grants.html</p>	<p>Assignment 2 – Organizational Analysis</p>
<p>September 19, 2016</p> <p>Locating Grants</p> 	<p>Locating Foundation Grants</p> <p>“Where do I start”?</p> <p>“Match the needs of your Organization to the needs of the Foundation”</p>	<p>Clark (Chapters 2 & 3)</p> <p>https://fconline.foundationcenter.org/welcome/tour</p> <p>Blackboard Readings</p> <p>Grant Writing Resources on the Web</p> <p>Funding Sources</p>	<p>Foundation Center</p> <p>**Meet at the Cabell County Library</p> <p>Ms. Mary Lou Pratt</p> <p>Speaker: Ms. Mary Lou Pratt</p>
<p>September 26, 2016</p>	<p>Paul Daugherty President & CEO at Philanthropy WV United States Philanthropy</p>  <p>Philanthropy WV</p>	 <p>Paul Daugherty, Philanthropy West Virginia. Photo credit: Tracy Toler</p>	<p>Assignment 3 – Locating Federal, State, and Foundation Grants</p>
Parts of a Grant			

<p>October 3, 2016</p> <p><u>The Proposal</u></p> 	<p>The Proposal</p> <p>“What is it that you are trying to accomplish”?</p>	<p>Clark (Chapter 4)</p> <p>Blackboard Readings</p> <p>Gherman, S. C. (2012) The Art of Grant Writing: Communicating Your Vision to Funders. Washington: Booktrope Editions.</p> <p>Short Course in Proposal Writing</p> <p>How to Write a Grant Proposal</p> <p>Sample Grant – Wind Energy</p>	
<p>October 10, 2016</p> <p><u>Developing a Need for the Program</u></p> 	<p>The Need for the Program</p> <p>“Why should the funding agency care”?</p> <p>Establish a Clear Timetable</p>	<p>Clark (Chapter 5)</p> <p>Blackboard Readings</p> <p>Logic Model</p> <p>Getting Your Share of the Pie</p> <p>Identifying a Project</p> <p>Select a Grant and Start Writing</p> <p>Smooth Words...</p>	
<p>October 17, 2016</p> <p><u>The Plan</u></p> 	<p>The Plan</p> <p>The Story Arc</p>	<p>Clark (Chapter 6)</p> <p>Blackboard Readings</p> <p>Building a Common Outcome</p> <p>Collaborative Grantmaking</p>	
<p>October 24, 2016</p>			<p>EXAM I</p>

October 31, 2016 	The Evaluation of the Program	Clark (Chapter 7) Blackboard Readings Mapping Change The Evaluation Handbook	Assignment 4 - Electronic Needs Resource Notebook
November 7, 2016 	The Budget	Clark (Chapter 8) Blackboard Readings Successful and Unsuccessful Budgets Developing Your Budget	
November 14, 2016 	The Review Process	Blackboard Readings Corporation for National and Community Service Review Review SAMHSA	Assignment 5 - The Draft Grant Proposal (Please bring 2 hard copies to class)
<p align="center">November 21, 2016 – November 26, 2016</p> <p align="center">Thanksgiving Holiday</p>			
November 28, 2016 	The Pre-Proposal Letter Abstracts Letters of Support	Clark (Chapter 4) Blackboard Readings	Assignment 6 - Reviewers Evaluations
December 5, 2016			EXAM II
December 12, 2016			

 <p>Final Grant</p> <p>CHECKLIST</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Call <input checked="" type="checkbox"/> Submit Your Proposal <input checked="" type="checkbox"/> Grants Committee <input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Follow Up <input checked="" type="checkbox"/> Grant Report 				Assignment 7 - Final Grant
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*Please note: the syllabus is subject to change with the needs of the class and the instructor. There will also likely be added material to Blackboard, throughout the semester.

Assignments:

Assignment 1 - Organizational Letter of Commitment – The purpose of the *organizational letter of commitment* is to make sure that the nonprofit organization clearly understands their role in the grant-writing process. It protects you by asking them to commit to meeting with you for a period of time during the semester, so that you will have the material necessary to be successful. It also provides a structure for the organization so that they can understand what you are trying to accomplish. Ultimately, the decision to submit any grant that you write rests with the organization, so they need to feel like they are part of the process. You might also provide them with a syllabus so that they can follow along with the course. The organization will be asked to provide a brief acknowledgement of your participation with them both mid-semester and at the end of the semester. **(Not Graded)**

Assignment 2 - Organizational Analysis – This assignment involves a detailed analysis of the organization so that you have the best understanding possible, prior to starting the actual grant process. The assignment also is a good introduction to the logic model, which you will use in the development of the actual grant. A format is provided on Blackboard and will also be reviewed during class. **(15%)**

Assignment 3 - Locating Federal, State and Foundation Grants – A large part of grant writing is finding the best match for your organization's needs. This assignment will require exploring the three types of grants to find those that might be the best match. **(10%)**

EXAM I – Exams will be discussed in greater detail as we get closer. The material will be determined by the greatest needs of the class, with respect to understanding the material. **(15%)**

Assignment 4 - Electronic Needs Resource Notebook - Many would argue that this is the most important area of grant writing. The question is--why the funding agency should put your grant over others that have been submitted? This notebook should focus specifically on the proposal of your organization and should include news articles, research studies, statistical information about the population served, organizational material, and other documents that will be used in supporting the organization's needs.

Since these documents will be submitted electronically, all paper copies will need to be scanned into the overall document. A table of contents should be included that indicates the topics covered by the material. **(15%)**

Assignment 5 -Draft Grant Proposal – This is an excellent opportunity for you to receive feedback from others in the class and the instructor, prior to submitting the final grant. **(Not Graded)**

Assignment 6 – Reviewers Evaluations – This assignment includes the evaluation of your feedback to others, in the class, regarding their draft grants. Through reviewing other grants, you may be able to find things to include in your own. It will also provide an opportunity for you to use an evaluation sheet to rate the other grants, as a reviewer would be doing with yours. **(10 %)**

EXAM II – See Above – Depending on the needs of the class, it is possible that we will flip the exam and the final proposal due dates. **(15%)**

Assignment 7 - Final Grant Proposal – This should include your work throughout the entire semester. The evaluation will be based on the requirements of your specific grant-funding agency and your application of the needs of your organization. Further details will be provided throughout the course. **(20%)**

Assignments

	Percent	Due Date
Assignment 1 - Organizational Letter of Commitment	Not Graded	August 29, 2016
Assignment 2 - Organizational Analysis	15%	September 12, 2016
Assignment 3 - Locating Federal, State and Foundation Grants	10%	September 26, 2016
EXAM I	15%	October 24, 2016
Assignment 4 - Electronic Needs Resource Notebook	15%	October 31, 2016
Assignment 5 -Draft Grant Proposal	Not Graded	November 14, 2016
Assignment 6 – Reviewers Evaluations	10%	November 28, 2016
EXAM II	15%	December 5, 2016
Assignment 7 - Final Grant Proposal	20%	December 12, 2016
TOTAL:	100%	