Grant Writing
Summer 2023
4 credits

Dr. Melissa Beard       melissa.m.beard@evergreen.edu
Location:  SEM 2 E2109
Meets: July 8 6-9pm; July 9 9am-1pm
          July 28 6-9pm; July 29-30 9am-5pm
Asynchronous time:  July 9 1-5 pm; July 10 9am-5pm

## Course Description
In this class, you will build grant writing skills by writing each part of a general grant application using the textbook as a guide.  Because of the individualized nature of this topic, we will spend time in class talking about broad topics but some of class time and outside of class time will be devoted to peer feedback and one-on-one conversations and advising.

## Learning Objectives
- Understand the parts of a general grant application
- Analyze an organization's readiness to apply for grants
- Define the theory of the problem and the theory of the solution for a project
- Find and research funding organizations to determine fit

## Required Reading
Howlett, S. and Bourque, R. (2016). Getting Funded: The Complete Guide to Writing Grant Proposals, Sixth Edition. ISBN 978-0-9842772-5-4
https://www.amazon.com/Getting-Funded-Complete-Writing-Proposals/dp/0984277250

## Assignments and Evaluation Criteria
Each of these assignments should be considered a draft leading to Assignment #7, the Finalized Grant Proposal.  If you don't have each component of an assignment, consider putting in bullet points or questions that you want feedback on from me.

Assignments are evaluated on three criteria:
1. Demonstrates conceptual accuracy
2. Demonstrates application and/or synthesis of the content
3. Demonstrates clear communication

The specific instructions for each assignment provide specific details on how these criteria are applied. For each criterion, the submitted work is assessed on whether it "Fully Demonstrates", "Significantly Demonstrates", "Partially Demonstrates", or "Does not Demonstrate" the relevant Standard.

## Assignment #1:  Choose & assess an organization and research & describe your project
Due July 6 posted to Canvas by 11:59pm

Purpose: By the end of this course, you will have written a complete grant proposal. This assignment is to research and select an organization for which you will write a grant proposal.

Instructions:
1. Read Chapters 1-3
2. Find a project or organization you want to write a grant proposal for
3. Assess the organization's level of readiness to seek grants by using the Checklist for Assessing Organizational Readiness in Chapter 1, Figure 1.1 on page 16. Provide an inventory of what you found and what is missing.
4. Complete the needs assessment checklist in Chapter 2, Figure 2.1 on page 24 and use this information in the project description
5. Draft a project description that includes the following:
    a. Mission and goals of the organization
    b. Describe the theory of the problem or opportunity you want to address (Chapter 2)
    c. Your proposed solution you want funding for (Chapter 2)-*brief and drafty, not final*
    d. The theory of change and logic model (Chapter 3)-*brief and drafty, not final*
6. Be prepared to share this information in a small group on July 7

**Assignment #2: Research funding opportunities**
Due July 9 posted to Canvas by 11:59pm
Purpose: Start curating a list of grant websites and identify up to five granting organizations that you can focus your grant writing efforts on.

Instructions:
1. Read Chapter 5
2. Use Figure 5.1 Checklist for preparing to compete for an RFP on page 66 and create a table with information about up to five granting organizations. Below is an example of how to set up the table. Fill out the cells with the information you find. You may not have answers for all criteria and a question mark (?) in that cell is acceptable because that is information also.
3. Add other grant opportunities to the list of foundations and other granting organizations so you and your classmates have a good list to use in the future.

| Criteria, p. 66 for details | Funder #1, include link | Funder #2, include link | Funder #3, include link | Funder #4, include link | Funder #5, include link |
|---|---|---|---|---|---|
| Relevance | | | | | |
| Eligibility | | | | | |
| Compatible | | | | | |
| Feasible | | | | | |
| Flexibility | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Capable | | | | | |
| Competive | | | | | |
| Resources | | | | | |
| Favorable | | | | | |
| Others orgs | | | | | |

**Assignment #3: Need Statement**
Due July 16 posted to Canvas by 11:59pm
Purpose: Write a need statement for the organization and project
Instructions:
1. Read Chapter 9.
2. Use Figure 9.1 Worksheet for addressing important questions in the statement of need on page 105 and gather information to answer the questions.
3. Write your Need Statement using this information in a persuasive way. It does not need to be written in the order of the questions if you have another compelling way to state the need.

**Assignment #4: Project Description**
Due July 21 posted to Canvas by 11:59pm
Purpose: Describe the project you want grant funding for
Instructions:
1. Read Chapter 10
2. Write the components described on pages 109-111
    a. Introduction
    b. Approach
    c. Goals, Objectives, and Activities
    d. Participants
    e. Work Plans and Project Timelines

**Assignment #5: Evaluation Plan and Budget**
Due July 25 posted to Canvas by 11:59pm
Purpose: Begin thinking about an evaluation plan and budget for your project
Instructions:
1. Read Chapters 11 and 12
2. To develop an evaluation plan, follow Steps 1-4 on pages 129-135 and write bullet points or questions for each step.
3. To develop a budget, use the categories in the Figure 12.1 Worksheet for creating a project budget and fill in the sources for each category. Chapter 12 has many charts with ideas for expenses. I am more interested in the types of revenues and expenses you expect so we can see if anything is missing. If you have an amount, include that but this is not necessary. We will talk about how to project the costs in class.

4. Think about this assignment as notes to discuss in class so your small group can provide feedback and ideas.

**Assignment #6: Letter of Inquiry**
Due August 3 posted to Canvas by 11:59pm
Purpose:  Write a letter of inquiry to a funder to see if they are interested in reading your grant proposal
Instructions:
1. Read Chapter 15
2. Answer the questions on page 186 under Components of the Letter of Inquiry
3. Use these answers to draft your letter

**Assignment #7:  Finalized Grant Proposal**
Due August 13 posted to Canvas by 11:59pm
Purpose:  Create a grant proposal
Instructions:
1. Read Chapters 8, 13, 14, 16, and 17
2. Incorporate the feedback received on your assignments and put together into a grant proposal.
3. Draft the pieces you haven't written yet
   a. Abstract
   b. Cover letter
   c. Establish your qualifications
   d. Identify supplemental documents needed
   e. Stewardship plan

**Schedule**

|  | Topic | Readings/Resources | Due |
|---|---|---|---|
| Prior to July 7 | Assessing the organization, describing the need, proposing a solution | Principals of Successful Grantseeking pp. 1-7; Part One: Know your Organization and Field pp. 9-38; | Assignment #1 due Thursday July 6 by 11:59pm |
| July 8-9 | Understanding funding sources | Part Two:  Know the Funders pp. 39-82 | Assignment #2 due Sunday, July 9 by 11:59pm |
| July 10-16 | Composing the Need Statement | Chapters 8-9, pp. 85-106 | Assignment #3 due by Tuesday, July 16 by 11:59pm |
| July 17-21 | Writing the Project Description | Chapter 10, pp. 107-125 | Assignment #4 due by Sunday, July 21 by 11:59 pm |
| July 21-25 | Evaluation Plan and | Chapters 11-12, pp.127-166 | Assignment #5 due |

| | Budget | https://www.instrumentl.com/blog/writing-smart-grant-objectives (If this link doesn't work, search "Connecting Smart Project Goals, SMART Objectives, and Grant Research Keywords with Dr. Bev Browning" post on April 11, 2023.  This video is 75 minutes. | by Friday, July 25 by 11:59 pm |
|---|---|---|---|
| July 26-28 | | Chapters 13-17, pp. 167-211 | Assignment #6 due by August 3 by 11:59pm |
| July 31-Aug 13 | Finalize grant proposal | Feedback on earlier assignments | Assignment #7 due by August 13 by 11:59pm |

July 7 Class
Introductions
Ground rules
Course overview, class time and 2-3 times more hours outside of class
Principals of Successful Grantseeking
Small group sharing of Assignment #1

July 8 Class
Types of funders
Look at websites and start sharing ideas
Need statement

July 8-9 Asynchronous time
Research funders, watch videos of interviews with foundation staff

July 28 Class
Discuss evaluation plans and budgets
Small group work
TBD based on assignments submitted
Possible guest speakers

July 29 Class
Letters of inquiry
Stewardship plans
Small group work
TBD based on assignments submitted
Possible guest speakers

July 30 Class
Full grant proposal
Small group work
TBD based on assignments submitted
Possible guest speakers