Syllabus – ENG 499 – Grant Writing – Fall 2015

Course description
ENG 499 – Grant Writing is a directed reading/research that offers students a general introduction to the basics of grant research and grant writing.

Approximately half a million U.S. institutions are supported wholly or partially by grant-making organizations, and the number of individuals, students and scholars receiving some form of external funding support is even greater. With substantive education, training, and experience, these skills can assist one to accomplish a specific set of goals for an organization or for a program within the organization. The grant writing process can work to secure internal and external funding in an organized and systemic way.

Grantsmanship is a complex, learnable set of skills and processes. This course will explore and analyze grant research and grant writing as both skill and craft - a key resource development tool used in the fund-raising process to assure, enhance, and expand one’s organization, department, or project. As such, this course will provide students with an introduction to the skills and knowledge to seek, solicit, and receive grant awards from foundation and government sources to support public and non-profit programs and projects.

In both of these goals is the implicit understanding that you will become not only successful grant specialists, but responsible and ethical ones who understand the grant enterprise, its purpose, and the effects it can bring to bear for public organizations.

This is an activity-based course and a project based course. The learning is hands-on, and as such, you will be evaluated for the practical knowledge you demonstrate in completing assignments and projects.

Student Learning Outcomes
Grant Writing is a project-based course that promotes a responsible and ethical understanding of the grant enterprise, its purpose, and the effects it can bring to bear for public organizations. This course will examine and will give students practice with the process through which grant proposals are written. Elements of this process include learning:

- What various types of granting agencies exist
- What types of grants are available
- Who can apply for which grants
- How to help an organization identify and document its needs
- How to write an effective grant proposal
- How to create clear goals and objectives
- How to develop means for an agency to evaluate itself--so the granting agency can be sure its money is well spent
- How to address the issue of "sustainability"--what happens when the grant money runs out
- How to appeal to the very specific audience of granting agencies
- How to insure all elements of a grant proposal are met
- How to format your grant proposal so it meets the funding agency's specifications
- How to work in a grant writing team
- How to work both with funding agencies and with local non-profit or other agencies which need grants
- How to ask LOTS of questions when you don’t know the answer
- Grant-related research techniques
Projects
Course completion requires students to deliver the following projects:

**Module 1 - Weeks 1-10**
Read and Summarize – Compare and Contrast Primary Texts
- The Shortest Grant Writing Book You Will Ever Need
  [http://www.wiseproserv.com/publications.html](http://www.wiseproserv.com/publications.html) - Buy
- The Zen of proposal writing : an expert's stress-free path to winning proposals : with a special section on presenting your ideas in person / Kitta Reeds
  [HG177 .R44 2002](http://www.wiseproserv.com/publications.html) - Buy or Get from Library
- The "how to" grants manual: successful grantseeking techniques for obtaining public and private grants / David G. Bauer
  Buy or access online through the library

**Module 2 - Weeks 3-6**
Interviews with Carol Brodie and/or Hallie Lyons in the Office of Sponsored Programs
- Develop Interview Questions
- Interview
- Report Findings

**Module 3 - Weeks 8-12**
Analysis of RFP - (with research on strategies)
- Research Strategies for Analyzing RFPs
- Offer a Sample Analysis
- Report Findings

**Module 4 - Weeks 8-12**
Writing a Grant Short Course
- Do Short Course
- Report Findings

**Module 5 - Weeks 10-13**
Review of Sample Societies for Resources
- Report Findings

**Module 6 – Weeks 12-16**
Initial Review of Major Granting Agencies
- Create Initial List
- Develop Criteria
- Offer Summaries

**Module 7 - Week 15-16**
- Final Reflection

Student work will be assessed as part of a comprehensive process, with ample opportunities for student-to-teacher interactions, both online and face-to-face.