

MBA-522/ VPAE-422 D1 / VPA-422

GRANT WRITING FOR NONPROFIT ORGANIZATIONS (FALL 2019)

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Course Information

Class Structure:

This course is taught on-line at the student's pace on a weekly basis. Every week will cover approximately one chapter. Weekly activities/quizzes cover each chapter and there will be three segmented exams throughout the term.

Catalogue Description:

This course introduces students to the art of grant writing for professional, non-profit and arts enterprise organizations. The course explores way to apply for and acquire funds from both public and private granting bodies, i.e.: government agencies, foundations and the like. The course focuses on the important of grant administration, stewardship, program evaluation, data analysis and the role of board and staff members in developing effective strategies for philanthropic success. This course also examines internal and external barriers that organizations face in procuring fund development. Additionally, students learn the importance of relationship building, planned giving and fundraising within a variety of enterprise careers. F, S

Course Objectives:

(1) Provide an overview of theories of grant writing and management. (2) Improve knowledge and understanding of the grant writing process and grant management. (3) Identify and delineate outputs and outcomes of specific approaches to grant management and generate new, innovative methods to enhancing organization likelihood of receiving grant-based awards. (4) Improve critical thinking and analytical skills to prepare for a management position in a nonprofit organization.

Student Learning Outcomes:

Upon successful completion of this course, students are expected to be able to: (1) Explain theories of modern grant writing and management based on advanced readings and critiques of current literature in the field. (2) Be proficient in the nuances of grant writing and management processes. (3) Present successful approaches to grant-based awards and describe innovative approaches to grant management. (4) Analyze, think and write critically about the process

surrounding grant-based awards. (5) Understand the use of grant funding as a source of financial capital for nonprofit organizations and the related business policy and processes and needed.

Textbooks and Course Tools

Textbook

Howlett, Susan and Renee Bourque. 2016. Getting Funded: the complete guide to writing grant proposals (6th edition). Seattle, Washington: Word & Raby.

Course Tools:

Tools include Moodle, Echo360, and CCU Email.

Course Technology Requirements and Prerequisite Skills

Desktop or laptop computer with Internet connection (high speed cable connection desirable) is needed for online access. Access to Moodle Learning Management System (LMS), Echo360, and other web based tools to be used throughout workshop (links will be provided in Moodle). Specific skills needed include: Ability to send email, ability to upload files to Moodle, and ability to view browser based multimedia. It is suggested that students use computer speakers or earbuds for listening to the audio portion of the videos in the course.

Policies and Procedures

Grading Scale

						Letter Grade
				87-89	90-100	A
			80-86			B+
		77-79				B
	70-76					C+
	67-69					C
60-66						D+
Less than 60						D
						F

Final Grades will be based on cumulated points throughout the semester and then subject to a weighted average (see next page). Rounding: The instructor will round to the nearest whole number. Example: If the grade is 89.5% this rounds to 90%. If the grade is 89.4% this rounds to 89.0%

Conduct

Students can expect an optimal learning environment that is focused and coherent. The instructor and students will be fully prepared and respectful of each other's questions, comments, and

perspectives. Students will be notified as quickly as possible of any significant changes to the course schedule. Students will participate during class via online discussions and small and large group forums. A respectful tone will be used when contributing to class discussions, interacting with classmates, and emailing the instructor. When communicating electronically in the online class, students need to take pride in their writing. One's ability to write and effectively communicate is a skill that takes considerable effort and practice at all levels of schooling and will continue into professional careers. Every point in the course is an opportunity to work on writing skills. Incomplete sentences, lack of punctuation or capitalization, misspellings, and word misuses will impact students' grades in a negative way.

Disabilities

Reasonable accommodation will be made for students with appropriately verified disabilities. To receive academic accommodations for this class, please obtain the proper forms and meet with me to discuss the provisions of those accommodations as soon as possible, preferably within the first two weeks of class.

Coastal Carolina University is committed to equitable access and inclusion of individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Individuals seeking reasonable accommodations should contact Accessibility & Disability Services (843-349-2503 or <https://www.coastal.edu/disabilityservices/>).

Academic Integrity

The Informal Policy: Cheating or engaging in plagiarism results in an F for the student's course grade. Plagiarism is defined as "presenting the ideas or words of another as one's own." If you are discussing the ideas, theories, or opinions of another person, you must give that person credit via an in-text citation and a reference, even if you are not using a direct quote. The Formal Policy: Coastal Carolina University operates under a Code of Student Conduct, which governs both academic and social conduct.

The Formal Policy: CCU's Code of Student Conduct may be reviewed here: <https://www.coastal.edu/intranet/conduct/>. The Academic Integrity statement and Honor Pledge that govern the Code of Student Conduct is as follows: Coastal Carolina University is an academic community that expects the highest standards of honesty, integrity and personal responsibility. As members of this community, we are accountable for our actions and are committed to creating an atmosphere of mutual respect and trust. On my honor, I pledge: That I will take responsibility for my personal behavior; and that I will actively oppose every instance of academic dishonesty as defined in the Code of Student Conduct. From this day forward, my signature on any University document, including tests, papers and other work submitted for a grade is a confirmation of this honor pledge.

Attendance and Participation in Distance Learning Classes

As per the Distance Learning Policy, an absence in a distance learning course is operationally defined as a missed online submission deadline—such as a quiz or assignment. All due dates are posted in the syllabus. In the event of an emergency or absence you will need to notify the instructor by email before the due date and provide documentation when submitting the late assignment. This is an asynchronous course, meaning students pace their own learning on a weekly basis. However, the instructor paces students' access to course materials, lectures, time frames for quizzes, and exams. This is done to prevent students from attempting to “do the whole course” at the very end of the term. This does not go well for the student. Please look at the course schedule located in this syllabus for availability of on-line lectures, quizzes, etc.

Miscellaneous

Quizzes/Activities

Course quizzes/activities are graded and will cover the weekly material. Regardless of excused or unexcused absences, quizzes/activities must be submitted on or before the deadline (see course schedule in this syllabus for details). Students are encouraged to be proactive and not wait until the last minute to submit the quiz/activity. If you have trouble with access, you may reach out to the Moodle Helpdesk, at moodle@coastal.edu.

Late work

The instructor will deduct 10% points from the achieved grade for every day it is late. No late work will be accepted beyond seven days from the due date. If an emergency, as defined by the instructor, should occur students may submit documentation for consideration. Holiday and weekend travel plans are not considered an emergency.

Exam Review

The instructor does not provide students with an exam review packet or study guide. Students are encouraged to craft their own exam review materials throughout the semester. This is done by taking notes, making flashcards, organizing study groups and, most importantly, keeping up with the course and being an active learner.

Assignments and Grading

<i>Determinants of course grade</i>	<i>Weighted Average</i>
<p style="text-align: center;"><i>Quizzes/Activities</i></p> <ul style="list-style-type: none"> • Chapter quizzes/activities are listed in Moodle by Chapter. See the “To Do” section. • Quizzes and activities are an opportunity to engage with and explore the material. Feel free to use the course materials to help you in these graded items. • GRAD: Some graded items are labeled “GRAD”. If you are taking this course for graduate-level credit, these additional activities apply to you. If you are not taking this course for graduate level credit, these additional activities do not apply to you. 	40%
<p style="text-align: center;"><i>Exam CH 1-3</i></p> <ul style="list-style-type: none"> • See course syllabus for deadline information. • Exams consist of some combination of multiple choice, true/false, identification, short answer, and/or essay questions. • Students will not receive a study guide tool and are, therefore, encouraged to maintain accurate class notes and to stay current with class material. This is achieved through consistent class engagement. • This exam is an opportunity to engage with and explore the material. Feel free to use the course materials to help you in these graded items. • GRAD: Some exams are labeled “GRAD” <ul style="list-style-type: none"> • If you are taking this course for graduate level credit, you will select “GRAD Exam CH 1-3” • If you are not taking this course for graduate level credit, you will select “Exam CH 1-3” 	10%
<p style="text-align: center;"><i>Exam CH 4-7</i></p> <ul style="list-style-type: none"> • See course syllabus for deadline information. • Exams consist of some combination of multiple choice, true/false, identification, short answer, and/or essay questions. • Students will not receive a study guide tool and are, therefore, encouraged to maintain accurate class notes and to stay current with class material. This is achieved through consistent class engagement. • This exam is an opportunity to engage with and explore the material. Feel free to use the course materials to help you in these graded items. • GRAD: Some exams are labeled “GRAD” <ul style="list-style-type: none"> • If you are taking this course for graduate level credit, you will select “GRAD Exam CH 4-7” • If you are not taking this course for graduate level credit, you will select “Exam CH 4-7” 	10%
<p style="text-align: center;"><i>Final Exam CH 1-17</i></p> <ul style="list-style-type: none"> • See course syllabus for deadline information. • Exams consist of some combination of multiple choice, true/false, identification, short answer, and/or essay questions. • Students will not receive a study guide tool and are, therefore, encouraged to maintain accurate class notes and to stay current with class material. This is achieved through consistent class engagement. • This exam is an opportunity to engage with and explore the material. Feel free to use the course materials to help you in these graded items. • GRAD: Some exams are labeled “GRAD” <ul style="list-style-type: none"> • If you are taking this course for graduate level credit, you will select “GRAD Final Exam CH 1-17” • If you are not taking this course for graduate level credit, you will select “Final Exam CH 1-17” 	40%

Course Schedule:

All due dates and times are in Eastern Standard Time. The following table is subject to change without notice. Please monitor Moodle and email for the latest information.

Week	Date	Text Reading	To Do List:	Staying on track and up to speed.
Week #1	8/21-23	CH 1	<p><u>To Read:</u> CH 1 in text book</p> <p><u>To Watch:</u> CH 1 lecture</p> <p><u>To Do:</u> CH 1 Quiz and Building Blocks Activity, both are due Friday 8/23 by noon.</p>	<ul style="list-style-type: none"> Echo lectures are available each week between Sunday at 12:01 a.m. and Friday at noon. Moodle quizzes and/or turn-it-in activities are available between Sunday at 12:01 a.m. and Friday at noon.
Week #2	8/25-30	CH 2	<p><u>To Read:</u> CH 2 in text book</p> <p><u>To Watch:</u> CH 2 lecture</p> <p><u>To Do:</u> Educational Attainment Data Table, due Friday 9/6 by noon.</p> <p><u>Tip:</u> See additional resource links on Moodle page</p>	
Week #3	9/1-6		<p><u>To Read:</u> CH 3 in text book</p> <p><u>To Watch:</u> CH 3 lecture</p> <p><u>To Do:</u> Logic Model Activity by Friday, 9/20 at noon.</p> <p><u>Tip:</u> See additional resource links on Moodle page</p>	
Week #4	9/8-13	CH 3	<p><u>To Read:</u> CH 3 in text book</p> <p><u>To Watch:</u> CH 3 lecture</p> <p><u>To Do:</u> Logic Model Activity by Friday, 9/20 at noon.</p> <p><u>Tip:</u> See additional resource links on Moodle page</p>	
Week #5	9/15-20		<p><u>EXAM:</u> This exam will cover CH 1-3. Students will have one-attempt to take exam. Once the student begins the attempt, the exam may not be pause or re-started. The exam will terminate after the allotted time period of 90-minutes. This exam is worth 60-points.</p> <p><u>GRAD EXAM:</u> This exam will cover CH 1-3. Students will have one-attempt to take exam. Once the student begins the attempt, the exam may not be pause or re-started. The exam will terminate after the allotted time period of 120-minutes. This exam is worth 80-points</p>	
Week #6	9/22-27	EXAM CH 1-3	<p><u>To Do:</u> Review the GRAD Non-Profit Readiness Activity. It is due on Friday, 10/11 at noon. For directions, see CH 1-3 on Moodle.</p>	
		GRAD		

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Week	Date	Text Reading	To Do List:	Staying on track and up to speed.
Week #7	9/29 – 10/4	CH 5	<u>To Read:</u> CH 5 in text book <u>To Watch:</u> CH 5 lecture <u>To Do:</u> none	<ul style="list-style-type: none"> Echo lectures are available each week between Sunday at 12:01 a.m. and Friday at noon. Moodle quizzes and/or turn-it-in activities are available between Sunday at 12:01 a.m. and Friday at noon.
		CH 4	<u>To Read:</u> CH 4 in text book <u>To Watch:</u> CH 4 lecture <u>To Do:</u> Finding Funders Activity by Friday, 10/4 at noon. <u>Tip:</u> See additional resource links on Moodle page	
Week #8	10/6 -11	CH 6	<u>To Read:</u> CH 6 in text book <u>To Watch:</u> CH 6 lecture <u>To Do:</u> 990 activity by Friday, 10/11 at noon. <u>Tip:</u> See additional resource links on Moodle page	
		CH 7	<u>To Read:</u> CH 7 in text book <u>To Watch:</u> CH 7 lecture <u>To Do:</u> n/a <u>Tip:</u> See additional resource links on Moodle page	
		GRAD	<u>To Do:</u> GRAD Non-Profit Readiness Activity is due Friday, 10/11 at noon. See link to assignment on Moodle.	
Week #9	10/13-18	EXAM CH 4-7	<u>EXAM:</u> This exam will cover CH 4-7. Students will have one-attempt to take exam. Once the student begins the attempt, the exam may not be pause or re-started. The exam will terminate after the allotted time period of 90-minutes. This exam is worth 50-points. <u>GRAD EXAM:</u> This exam will cover CH 4-7. Students will have one-attempt to take exam. Once the student begins the attempt, the exam may not be pause or re-started. The exam will terminate after the allotted time period of 120-minutes. This exam is worth 70-points.	
		GRAD	<u>To Do:</u> Review the GRAD Assessment Interview Activity which is due Friday, 11/15 at noon. See link to assignment on Moodle.	

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Week	Date	Text Reading	To Do List:	Staying on track and up to speed.
Week #10	10/20-25	CH 8	<u>To Read:</u> CH 8 in text book <u>To Watch:</u> CH 8 lecture <u>To Do:</u> n/a <u>Tip:</u> See additional resource links on Moodle page	<ul style="list-style-type: none"> Echo lectures are available each week between Sunday at 12:01 a.m. and Friday at noon. Moodle quizzes and/or turn-it-in activities are available between Sunday at 12:01 a.m. and Friday at noon.
		CH 9	<u>To Read:</u> CH 9 in text book <u>To Watch:</u> CH 9 lecture <u>To Do:</u> CH 9 Quiz by Friday, 10/25 at noon <u>Tip:</u> See additional resource links on Moodle page	
Week #11	10/27 – 11/1	CH 10	<u>To Read:</u> CH 10 in text book <u>To Watch:</u> CH 10 lecture <u>To Do:</u> n/a	
Week #12	11/3-8	CH 11	<u>To Read:</u> CH 11 in text book <u>To Watch:</u> CH 11 lecture <u>To Do:</u> Evaluation Plan Activity by Friday, 11/8 at noon <u>Tip:</u> See additional resource links on Moodle page	
Week #13	11/10-15	CH 12	<u>To Read:</u> CH 12 in text book <u>To Watch:</u> CH 12 lecture <u>To Do:</u> n/a	
		GRAD	<u>To Do:</u> GRAD Assessment Interview Activity is due Friday, 11/15 at noon. See link to assignment on Moodle.	

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Week #14	11/17-22	CH 13	<p><u>To Read:</u> CH 13 in text book</p> <p><u>To Watch:</u> CH 13 lecture</p> <p><u>To Do:</u> SWOT Personal Development activity by Friday, 11/22 at noon</p> <p><u>Tip:</u> See additional resource links on Moodle page</p>	<ul style="list-style-type: none"> Echo lectures are available each week between Sunday at 12:01 a.m. and Friday at noon. Moodle quizzes and/or turn-it-in activities are available between Sunday at 12:01 a.m. and Friday at noon.
		CH 14	<p><u>To Read:</u> CH 14 in text book</p> <p><u>To Watch:</u> CH 14 lecture</p> <p><u>To Do:</u> n/a</p>	
		CH 15	<p><u>To Read:</u> CH 15 in text book</p> <p><u>To Watch:</u> CH 15 lecture</p> <p><u>Tip:</u> See additional resource links on Moodle page</p>	
Week #15	12/1-6	CH 16	<p><u>To Read:</u> CH 16 in text book</p> <p><u>To Watch:</u> CH 16 lecture</p> <p><u>To Do:</u> CH 16 Quiz by Friday, 12/6 at noon</p> <p><u>Tip:</u> See additional resource links on Moodle page</p>	
		CH 17	<p><u>To Read:</u> CH 17 in text book</p> <p><u>To Watch:</u> CH 17 lecture</p>	
Exam	12/10-13	n/a	<p>EXAM: This exam will cover CH 1-17. Students will have one-attempt to take exam. Once the student begins the attempt, the exam may not be pause or re-started. The exam will terminate after the allotted time period of 120-minutes.</p> <p>GRAD EXAM: This exam will cover CH 1-17. Students will have one-attempt to take exam. Once the student begins the attempt, the exam may not be pause or re-started. The exam will terminate after the allotted time period of 120-minutes.</p>	

End of table