**Community & Organizational Leadership 740-60: Grants and Funding for Small Projects**

***SUMMER 2023***

**Instructor:** Michelle Goetsch, M.S.

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**Office Hours:** Email, phone, zoom whenever you need it

**Course Website:** (Canvas site) **https://uwstp.instructure.com/courses/590030**, login with UWSP ID and password

**Text:** *Getting Funded: The Complete Guide to Writing Grant Proposals* 5th Edition, by Susan Howlett & Renee Bourque

\*Text Note: No need to purchase the textbook. I will be scanning all required textbook readings and assignments.

**COURSE DESCRIPTION**

Are you ready to play the grant writing game? When it comes to securing funding for your project or organization, grant writing is much more than simply putting words on paper. It’s an intricate web of organizational readiness, research, proposal preparation, politics, buzzwords and relationships. The writing is actually the *easy* part! In this course, we will walk through the entire proposal preparation process from finding funding sources and developing relationships with grantors and potential collaborators, to project development and proposal writing. By the end of the course you will have the resources and know-how to find, write for and secure grant funding for your project.

**COL 740 Grants and Funding for Small Projects: *Summer 2023***

**Tentative Course Schedule (subject to change)**

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| **WEEK** | **TOPIC** |
| MAY 29: WEEK ONE | INTRO: Grant writing: Preparing for the long haul- Overview of proposal development process, completion of org. capacity assessment |
| JUNE 5: WEEK TWO | NEED: Tell a persuasive, data-and-fact-driven story- Funding sources and navigation of pre-application process |
| JUNE 12: WEEK THREE | PROJECT DEVELOPMENT: Logic model time- SMART objectives, collaboration and Letters of Support |
| JUNE 19: WEEK FOUR | ACTIVITIES: What are you actually going to do?- Outcomes, communication with grantor |
| JUNE 26: WEEK FIVE | BUDGET: How much money do you need?- Budget development, matching funds/cost-sharing, budget narrative |
| JULY 3: WEEK SIX | EVALUATION: How are you going to assess your work?- Formative vs Summative assessment, submission process, peer review panels\*\*Proposal rough draft due this week!! |
| JULY 10: WEEK SEVEN | EXTRAS: Questions specific to your RFP or grant proposal- Peer and external review panels\*\*Revised draft proposals due to instructor and external reviewers this week!! |
| JULY 24: WEEK EIGHT | SUBMISSION TIME: And you’re (almost) done- Follow-up with grantor, understanding the application review process, org. prep |

**COURSE OBJECTIVES**

1. Learn about funding sources and how to navigate the pre-application process.

2. Identify internal (organizational) and external (collaborations/partnerships/relationships) requirements for submission and successful award of a grant.

3. Learn how to critically read a grant application or RFP/RFA (Request for Proposal/Application).

4. Understand the components of a successful grant proposal.

*5. Develop a complete grant proposal for your project.*

**COURSE EXPECTATIONS**

**-** Complete all assigned textbook readings and other reading materials provided by the instructor by scheduled due dates.

- Complete all assignments, including peer critiques and participation in online discussion boards by scheduled due dates.

- Be proactive and reach out to the instructor when you have questions or need assistance. Reaching out to the instructor is ENCOURAGED.

**STUDENTS WITH SPECIAL NEEDS**

Any student needing special accommodations can contact the UWSP Disability Services Office (715-346-3365). Eligible students will be appropriately accommodated. If anyone has any concerns about passing this course, please feel free to contact the instructor.

**HONESTY CODE**

Academic honesty will be regulated according to the University of Wisconsin - Stevens Point Communal Bill of Rights and Responsibilities (Chapter UWSP 14). All violations will be reported, no exceptions. All lectures and presentations of material by professors are proprietary and may not be recorded, distributed, or broadcast without prior express permission.

**ATTENDANCE**

Students are responsible for all email announcements (24 hours notice). Be sure to check the Canvas course home page and your primary email daily as these will be the two official platforms of communication with the instructor for this course.

This is an “asynchronous” course, meaning there will never be a time when we will all be online at the same time. As for assignment deadlines, most will be weekly unless otherwise stated. There is also the potential, if time allows, that we will conduct peer review sessions of draft proposals in groups of three or four via a live online discussion format. The instructor will send more information closer to those sessions.

**ASSIGNMENTS**

Assignments are to be turned in on the date due, or as otherwise announced via email. While late work will be evaluated by the instructor, students will receive less points for any late work without a university approved excuse. Grades and assignment descriptions may be accessed as needed via the Canvas course website.

The culminating assignment for this course will be the development of an actual grant proposal of your choice. Most weekly assignments will aid in the development of components of your final grant proposal. Peer and other external review of proposal components will also play a large role in the development of your final submission.

**GRADING**

The completed grant proposal will be worth 25 percent of your final grade. Peer critiques will be worth 25 percent of your grade, and smaller weekly assignments will comprise the final 50 percent of your final grade for this course.

94% and above = A

90-93% = A-

84-89% = B

80-83% = B-

74-79% = C

70-73% = C-