

Granting Writing Elective – Proposed Learning Objectives

By completing the Grant Writing course, students will:

- Know the basics on how to research for and find available grants as well as how to begin the grant process.
- Understand the fundamental elements of a grant proposal such as the objectives, problems addressed, methodology, evaluation and assessments, budget and cover letter, as well as the members involved.
- Develop the skills needed to prepare professional, competitive, compelling, and successful grant proposals.
- Become proficient in the proposal format used by the vast majority of public foundations.
- Identify grant writing terms, potential sources of grants, and grant information.
- Know the roles and responsibilities of a non-profit board of directors and the management team.
- Use technical writing as a type of conversation as well as an interactive process that involves writers and readers who respond to one another.
- Learn how to create documents that use explanation, description, and intentional direction in order to persuade or direct your readers.
- Understand basic communication needs of students pursuing careers in a highly competitive world of Science, Education, Grant Writing, as well as various other high communication based careers.
- Become knowledgeable on the fundamentals of legal writing, including analytical reasoning and analysis as well as the importance of using legal authorities to support conclusions.
- Learn how to word, edit, proofread, and format basic documents for daily use within an office environment.
- Know how to form, maintain, and dissolve various business entities. Students will have a chance to prepare various documents related to entity formation and maintenance.
- Examine the essential aspects of fundraising and how to maximize fundraising opportunities.

SOURCE: http://www.gatlineducation.com/grant_writing_training_objectives.html

Learning Objectives

Participants will learn how to write winning proposals including:

- The essential components of a grant proposal package.
- How to customize a proposal to match a grant maker's interest.
- How to initially approach a funder.
- The differences between government and foundation proposals.
- How to report on a grant's progress and impact.
- How to develop working relationships with grant makers.

- What to do if your proposal is denied (don't give up!).
- The behind-the-scenes decisions that determine proposal acceptance and denial.

Participants will also learn how to find and track relevant grant opportunities:

- Where to find foundation grant programs that can help you accomplish your goals.
- Where to find federal and state grant makers that meet your needs.
- Where to find corporate giving programs whose giving goals match your funding needs.
- How to stay on top of your targeted opportunities.

SOURCE: <http://grantwritingusa.com/syllabusgwusa.html>

LEARNING OBJECTIVES

Day 1:

Funding Sources and Finding Best Practices

- Discuss funding sources for grant narrative information
- Discuss sources identifying best practices

Qualifying the Funding Opportunity and Your Organization

- Discuss pre-planning checklist

Pros and Cons of Community Partnerships

- Discuss the advantages and disadvantages of including community partners in your pre-writing planning process, the writing process, the implementation process, and the evaluation process.

Considering Grant Writing Teams

- Discuss benefits of forming a grant writing team
- Discuss team roles
- Discuss maintaining team momentum

Reviewing Grant Writing Formats

- Discuss a letter of inquiry
- Discuss a letter proposal
- Discuss a concept paper
- Discuss a research project proposal format
- Discuss federal grant application formats
- Analyze grant announcement from government agency

Describing Your Organization

- Complete grant applicant description writing exercise
- Complete partnership exercise
- Discuss what constitutes boilerplate information

Developing a Compelling Problem Statement

- Complete problem statement writing exercise

- Apply research skills to find current, relevant problem statement language.

Describing Your Request to the Funder

- Prepare a purpose statement

Day 2:

Writing a Program Design and Planning the Evaluation Process

- Discuss the difference between a goal and an objective
- Complete global goals and measurable objectives writing exercise
- Complete logic model exercise
- Complete timeline chart
- Analyze the management plan

Demonstrating Sustainability

- List different ways to fund an idea for two or more years
- Discuss how a funder looks at the grant applicant's ability to continue grant-funded activities when grant monies are expended

Planning the Budget

- Complete project budget request worksheet
- Complete project in-kind and cash match worksheet
- Complete merged project budget request form
- Discuss supplementing versus supplanting

Recommended Attachments

- Identify appropriate attachments to support grant request
- Discuss how to organize attachments to facilitate funder's review and determination process

Finishing Touches

- Complete a proposal package checklist
- Discuss how to create aesthetic appeal to a grant reviewer

Following Up

- List the critical organizational and housekeeping steps once a grant request has been mailed to the funder
- Discuss why grant proposals are rejected and how to handle a rejection letter
- Discuss how to retool a grant application for resubmission to other types of funders

SOURCE:

http://www.grantwritingbootcamp.us/images/Curriculum_Guide_for_Grant_Writing_Boot_Camp_2009.doc