Grant Writing Seminar for Educators
Syllabus

Seminar Number: **LEN-1176**

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Seminar Description

Developing effective grant writing skills are essential to acquire competitive funding from government agencies and private foundations. Writing a successful grant proposal is a blend of art and science. It requires basic processes, content knowledge, writing proficiency, strong research skills, creativity, organizational ability, patience, and a great deal of luck. The grant writing seminar is an interactive two day training program designed to provide students with the background necessary to develop a competitive funding proposal.

Training will focus on:

- Basic components of a grant application
- Helpful tools and resources
- Strategies for developing a proposal
- How to identify potential funding sources
- How to read and understand proposal guidelines and requests for proposals (RFP)
- Writing goals and outcome objectives
- Preparation and justification of budgets
- Cost-sharing
- Procedures for grant submission
- The grant review process

Course Outcomes

This training seminar will provide an introduction to the basic skills, principles, and techniques of successful grant writing. Student completing the course will:

1. Understand the fundamental components of a grant proposal such as the abstract or summary, background and significance, specific goals and objectives, project design and methodology, sustainability, evaluation, broader impact, dissemination, budget, budget justification, and cover letter.
2. Learn how to locate available funding opportunities.
3. Develop the skills needed to develop competitive grant proposals.
4. Learn how to customize a proposal to match a grant maker's interest.

5. Learn how to initially approach a funder.
6. Understand the differences between government and foundation proposals.
7. Learn how to develop relationships with grant makers.
8. Learn what to do if a proposal is denied.
9. Understand the behind the scene decisions that determine proposal acceptance and denial.
10. Learn how to find and track relevant grant opportunities.

Seminar Materials

Grant Writing manual and CD provided by the seminar trainer. **No textbook required**.

Course Credit

Educators will complete 16 hours of professional seminar instruction for participation and completion of this seminar, including 14 hours of seminar instruction and two hours of additional assignment completion for a total of one college credit unit of study.

Seminar and Discussion

Grant writing training seminar will be held in two consecutive days for an in-class total of 14 hours with a two hour additional assignment for a total of 16 seminar hours of completion.

Seminar Requirements

- Students will be required attend a two-day training seminar consisting of 14 hours of in-class training beginning at 9:00 am each day and ending at 4:00 pm each seminar day.

- Students will participate in seminar discussions and group activities.

- Students will be required to complete a two-hour additional assignment at the end of Day One due by 9:00 am on Day Two of the seminar.

- Students will be required to complete a 20 question multiple choice post assessment with a passing score of 60% or higher.

Seminar Schedule

Day One
a. Understanding the critical difference between organizational needs and the needs of the community.
b. Developing your credibility as an applicant.
c. Research, measure, and objectively articulate the community need that will be addressed with the proposed grant.
d. Measuring the impact of the project.
e. Present and justify the method for addressing the need.

Day Two

     a. Developing a plan for grant evaluation, both subjective and objective and integrating the plan with the grant maker's required evaluation and reporting system.

     b. Developing a budget and analyzing cash flow; indirect and administrative cost limits; and collaborating with fiscal agents, grant managers, and leadership.

     c. Developing a budget justification/narrative.

     d. Summarizing the grant request

     e. Locate and track relevant grant opportunities from Federal, State, and local government sources, private foundations, and corporate giving programs.

     f. Allocate and forecast proposal team work load before the grant guidelines are released.

     g. Dissect the grant guidelines; research enabling legislation; understand the "spirit and intent" of the grant program; technical assistance contacts, and the need for open and honest communication.

Additional Assignment

Seminar will include two additional hours of work to be completed after Day One and due to the seminar trainer by 9:00 am on Day Two.

Post Assessment

An individual exercise, students will be asked to demonstrate their knowledge and understanding of key concepts in grant writing covered in the seminar training. Questions will be multiple choice, but will require the students to not only recall facts (rote knowledge), but to demonstrate their knowledge by applying this knowledge to more critical thinking questions. This post assessment will include 20 questions and will be provided to professionals attending this seminar series. This assessment will be graded as a pass/fail assignment with 60% or higher (12 questions answered correctly) indicating a grade of Pass.

Grant Writing
Additional Assignment

Directions: Research potential funding sources on the Internet, in publications, newspapers, books, etc. to determine a potential funding source to support your agency in meeting a specific client or target population need. Use the funding source's grant application to summarize the following information. Please attach a copy of the funder's Request for Proposal to this worksheet.

Name of Funding Source: _____

Website of Funding Agency: _____

Grant Deadline: _____ Type of Funding: _____

Average Grant Award Size: _____ Number of Copies Required: _____

Funder Mission: _____

_____

Specific Grant Format Requirements: _____

_____

_____

_____

Research three (3) grantees who received funding from this grantor in the previous year and the total grant award each grantee received:

_____

_____

_____

Discuss how this funding source matches your agency's need for grant funding: _____

_____

_____

_____