NPAD 411: Grant Writing

Two (2) credit hours
Classroom: Online
Instructor: Anna Hoppe
Email: anna1.hoppe@umontana.edu
Phone: 406.360.2575
Office Hours: Virtual/By appointment (students can request Zoom)

Communicating with me:
I can be reached via email at any time for course inquiries. Please allow for up to 24 hours for a response. Please note that emails sent over the weekend, unless emergent, may be addressed on Monday.

Course Description and Objectives:
A ten-week course intended for students and professionals interested in learning the basics of grant writing. The course is intended to prepare students to understand the grant process and the steps needed to complete a well-developed funding application. Additionally, students will learn about the review process found in grant funding.

This course intends to meet the following objectives:
- Students will understand common terms within grant writing.
- Students will be able to demonstrate and apply knowledge to completing pieces of a funding proposal.
- Student will demonstrate their mastery of the content area by completing a draft grant proposal.
- Students will be able to utilize professional research tools in the field of grant writing.
- Students will be able to understand the review process involved in grant writing.
- Students will understand how grant funding fits into a larger fundraising program.

Instructional Methods:
Students will use the Moodle system to access lectures, readings, and assignments, and to participate in discussions. Instructor will post lectures, other reading materials and assignments; critique written assignments; and monitor and evaluate discussion postings.

Learning units will be online at the beginning of the course; however, there are times I will add something new at the start of the week. Please be sure to view the module during the scheduled week, and watch for due dates. Students can expect to receive graded work within two weeks – while I will try to grade more quickly than this, because of my work travel, there
may be occasions when it is up to two weeks. I will post the grades within the gradebook section of Moodle.

When I return work, it will be through the gradebook. Please note if you choose to submit work early, I will grade it after the scheduled due date. You will be able to see a document submitted by the instructor and you will want to open that to see my comments.

**Course Material:**

**Required:**

**Suggested but not required:**

**Undergraduate and Graduate Students**
Most of the students in this course are graduate students, though we have a few undergraduate students. Most of the course is the same for both; however, the graduate students will have an additional assignment. Please note if you wish to change levels (undergraduate/graduate) this must be done by week #2 in the course (no exceptions). **If you are an undergraduate student, please send me an email so that we can discuss and ensure your success.**

**Participation**
Students will be expected to fully engage and participate in this course. I expect that you will login to Moodle each week, and engage in discussions during those weeks when they are due. Also, each of you will likely be working on very different projects and may benefit from talking through them.

**Course time and preparation**
It is difficult for me to estimate the amount of time it will take you on this course. On an average, students can expect to spend approximately 6-8 hours, more or less, per week on this course. Remember, the goal of the instructor is to have you gain workable knowledge on all main parts of writing a grant which can be a time-consuming process.

**Request for Withdrawal**
Please see the University of Montana website for information on withdrawing from courses and on refund policies. Students are responsible for reading and understanding the full UM policy on Withdrawal from the University. Contact Clare Kelly (clare.kelly@umontana.edu) if you have questions about this. (Please note- I do ask that you just contact me to let me know you are thinking of withdrawing.)
Discussion Board: Every two weeks there will be a discussion. This is a chance for us to share information and collaborate together. I do not look at the discussion as just a chance to answer a question, but instead to engage with others and further your learning. Note that each week when a discussion post is due, you are required to respond to at least two other students’ posts by the end of the week. **Discussion posts will be due by midnight on Thursday of the week, and all responses due by Sunday at midnight.** Word count limit on all discussion board posts is 150 words. Please be concise in your posts.

Unit Checkpoints: There will be pieces and parts of the grant that you will need to submit through checkpoints. This allows me to give you feedback before you are putting your final grant together. There are points for submitting the checkpoints at the due date.

Peer Review Assignment: You can read more about this later in the syllabus, but this assignment gives YOU the chance to be a grant reviewer and look at things based on a rubric provided.

Final Proposal: Everyone will submit a final grant proposal. This will allow you to see how “typical” grants come together. However, remember that each grant application will be unique.

Graduate Students Only: If you are taking this as graduate credit, you will need to develop a PowerPoint presentation with voice over “pitching” your proposal to the funding agency. More about this assignment is provided in the course.

Guidelines for Written Work
All written assignments (unless you are submitting a grant proposal that has specific requirements that differ from the below) should meet and use the following criteria:

1. All work must be typed, double-spaced, utilize 12-point font, and have one inch margins.
2. Citations should follow proper style guidelines such as MLA, Chicago, or APA (in-text citations and a reference page are necessary).
3. Assignments are due on the date/time listed in the course schedule; late assignments will not be accepted. This is especially important in grant-writing – if you miss a deadline, you are not considered for funding.

4. All assignments must be turned in electronically in a Microsoft Word file. If the instructor cannot open the document, the student will not receive a grade. Submission of assignments via email will not be accepted unless specific arrangements have been made.

**Weekly Updates and Lectures**

Each week, I will provide a weekly update video and a written lecture on Moodle. If not already posted, the weekly updates and lectures will be published by Monday evening of each week.

Using Moodle:
This is an online course; each student is required to check our course site each week. Here is the link for Moodle access.

**Course Outline: Grant Writing**

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<th>Week</th>
<th>Topic</th>
<th>Assignments</th>
<th>Due Dates</th>
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| 1 (Jan 13-19) | Introduction: Overview of Course | • Introduction post (Max 150 words)  
• Read “Principles of Effective Grantseeking”  
• Draft organization’s background in 1-2 paragraphs. **Will be due at first checkpoint in week 4.**  
• Start considering a nonprofit for which you will write a grant – real or hypothetical. Identify projects for which you could seek funding. | Intro post: Due 01/16/2020 by midnight. Responses due 1/19 at midnight. |
| 2 (Jan 20-26) | Part I: Know Your Organization and Field  
- Organizational Readiness Defining the Need | • Read Chapters 1, 2, and 3  
• Review written lecture and weekly update  
• Locate statistics to corroborate the need you hope to address  
• Draft a statement of need for the organization utilizing the data. | Draft basic statement of need. Will be due at first checkpoint. |
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<tr>
<th>Date</th>
<th>Topic</th>
<th>Tasks</th>
<th>Discussion/Checkpoint Dates</th>
<th>Notes</th>
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| 3 (Jan 27-Feb 2) | Part Two: Know the Funders | - Read Chapters 4, 5, 6  
- Review written lecture and weekly update.  
- Discussion Board 2: After researching funders, identify 3 worth pursuing. Post on discussion board, along with ideas for cultivating relationship. Discuss any challenges you’ve had up to this point in the course.  
- Discussion Board 2: Post due 01/30. (150 word limit) All responses due 02/02. |                           |       |
| 4 (Feb 3-9)   | Writing the Proposal          | - Read Chapters 7, 8, 9, and 10.  
- Review written lecture and weekly update  
- Revise need statement  
- Write draft project description  
- Checkpoint 1: Org background, statement of need, and project description. Due by midnight on 02/09 |                           |       |
| 5 (Feb 10-16) | Writing the Proposal, Continued | - Read Chapters 11, 13, 14, and 15.  
- Review written lecture and weekly update  
- Draft finalized proposal sections on org background and qualifications. Draft more finalized proposal on evaluation.  |                           |       |
| 6 (Feb 17-23) | Developing a Project Budget   | - Read Chapter 12  
- Review written lecture and weekly update  
- Draft budget to accompany proposal, including budget justification worksheets.  
- Draft sustainability plan  
- Checkpoint 2: Submit finalized org background, qualifications, evaluation, and budget sections. Due by 02/23 at midnight. |                           |       |
### Reviewing and Submitting Your Proposal

- Read Chapter 16
- Review written lecture and weekly update
- Peer critique of budget drafts
- Finalize proposal, including support documents and letter of inquiry. Peer to peer review using either Fig 16.1 or “Proposal Development Checklist” in Appendix A

*Peer Review Week: Each student will peer review another student’s proposal. Peer Critique will be due by midnight, March 1.*

### Investing in Ongoing Relationships

- Read Chapter 17
- Review written lecture and weekly update
- Finalize proposal, incorporating feedback

### Working Week

- Continue working on final draft.
- Funder presentation: Powerpoint with voiceover.

Please check in with me on any questions you have as you are pulling the assignment together. Graduate Students: Funder Presentation Assignment Due. All due by 03/15 at midnight.

### Final

- Final draft due
- Final discussion board posting – course feedback.
- Final Discussion Board 4: Please post feedback on the course, what you learned, and what could have been done differently to enhance your learning (150 word limit)

*Final Draft Due 03/20 by Midnight*

Final Discussion Board 4: Due by March 18 at midnight. No response post needed.

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**Incompletes or Withdrawals “W” for the Course:**
If for some reason the course is not working out for you, please adhere to the University’s policies for the last day to drop a class. Since this is a 10 week course, incompletes will not be an option.

**Disability Assistance:**
The University of Montana assures equal access to instruction through collaboration between students with disabilities and instructors. If you think you have a disability adversely affecting your academic performance, and you have not already registered with Disability Services, please
contact Disability Services in Lommasson Center 154 or call 406.243.2243. I will work with you and Disability Services to provide an appropriate modification. For more information, visit the Disability Services website at http://www.umt.edu/dss/.

**Student Conduct Code**
The Student Conduct Code, embodying the ideals of academic honesty, integrity, human rights, and responsible citizenship, governs all student conduct at The University of Montana-Missoula. You are expected to adhere to this code.

It is also expected that each student will help foster a collegial learning environment by sharing his or her experiential and academic knowledge and practices, as well as respectfully listening to the viewpoints of others and following basic netiquette rules. You are expected to complete all reading assignments so that you can discuss them intelligently in discussion forums, individual assignments, and small group (collaborative) assignments.

**Cultural Leave Policy**
UM has a Cultural and Ceremonial Leave Policy: “Cultural or ceremonial leave allows excused absences for cultural, religious, and ceremonial purposes to meet the student’s customs and traditions or to participate in related activities. To receive an authorized absence for a cultural, religious or ceremonial event the student or their advisor (proxy) must submit a formal written request to the instructor. This must include a brief description (with inclusive dates) of the cultural event or ceremony and the importance of the student’s attendance or participation. Authorization for the absence is subject to approval by the instructor. Appeals may be made to the Chair, Dean or Provost. The excused absence or leave may not exceed five academic calendar days (not including weekends or holidays). Students remain responsible for completion or make-up of assignments as defined in the syllabus, at the discretion of the instructor.”

**Academic Dishonesty (Plagiarism):**
Students must follow the University’s policies for academic dishonesty. For detailed information, please view. As such, all work submitted must be your own; no duplicate work (work completed for another class) will not be accepted. Acts of cheating or plagiarism will result in a grade of zero (0) for the assignment. Moreover, acts of plagiarism will also be reported to the Academic Court. To avoid acts of plagiarism, cite each reference or source you use and give proper credit for the ideas, opinions, and findings of others. When you are using the exact words of others, you must use quotation marks and include the page number where you found the quote in your citation.