PADM 4220 Proposal Writing & Grants Administration Fall 2021- Internet Course
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Correspondences In your email, please put PADM 4220 as a subject of the email and introduce your name

Class modality
This course is an **asynchronous fully online UNT internet course**. You are able to be self-paced within structured timeline for weekly instruction. Course instructions are based on scheduled online materials presented on CANVAS modules. I am incorporating synchronous learning by keeping my online office hours. And participation of office hours is not required nor affects grade.

Course Description
This class offers students basic steps in researching funding ideas, including how to use the Internet as a fundamental tool and the detailed steps required for preparing grant funding applications for nonprofit organizations. Students will develop and demonstrate the skills to identify unmet needs in an organization, identify potential grant sources to fulfill the need and cultivate the skills to craft a grant proposal.

Learning Objectives:
- Conduct a needs assessment to develop mission driven programs for a nonprofit agency
- Identify potential funding opportunities for a nonprofit agency
- Identify appropriate funding opportunities through Internet research
- Understand the importance of developing relationships with funders after identifying them as a potential match
- Identify adequate allocation of resources to meet nonprofit program needs
- Write a compelling needs statement for a grant proposal
- Demonstrate an understanding the basic concepts of nonprofit finance and grant funding
- Develop clear goals and objectives for a grant proposal
- Produce a program description and/or methods for a grant proposal
- Select and describe evaluation strategies and tools for a grant proposal
- Illustrate the organizational background of a nonprofit agency for a grant proposal
- Establish sustainable programs and relationships with funders
- Refine the proposal elements and package the grant application

Textbook
Your textbook is available for free online through the UNT Library for current UNT students. See *Textbook* link inside of the Learn course menu.
Book Link: https://guides.library.unt.edu/PADM4220 So, it is not required to purchase a physical copy of the book, however, if you wish to do so the UNT bookstore has copies.
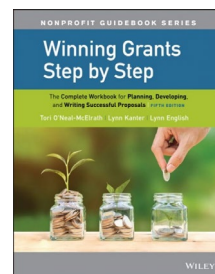
"*Winning Grants Step by Step: The Complete Workbook for Planning, Developing and Writing Successful Grant Proposals*" by Tori O'Neal-McElrath.
Writing Assistance: UNT Writing Lab https://writingcenter.unt.edu/
Grant writing is about writing and re-writing. It takes time and effort.
You will navigate through the weekly modules to learn basic skills and complete weekly exercises and/or discussion postings to practice the newly learned skills. You will show mastery of these new skills by drafting proposal sections.

All weekly exercises, discussion postings, and proposal components are individual assignments, but peer review/discussions may occur. The instructor and/or the UNT Writing Lab will provide feedback on all draft proposal components throughout the course. The Writing lab and instructor feedback is expected to be incorporated into the final proposal. ***Virtual tutoring of the UNT Writing Lab for is highly recommended. Email at WritingCenter@unt.edu to schedule your appointment.***

Proposal writing builds on communicative acts. It is not something you do in isolation. For each larger component assignment you are strongly recommended to seek help from the UNT Writing Lab. Writing lab offers virtual tutor services this summer. This fills two larger purposes: 1) You need to talk to people about your ideas to learn how feasible they are. 2) You want others to review your logic, grammar, and spelling when writing grant proposals, further take critique and incorporate feedback to strengthen your product and increase your chances of getting your proposal funded.

Computer Skills & Digital Literacy This course expect minimum computer skills and understanding about digital communications.

<p align="center">Tips for Success in Online Course</p>

Read syllabus carefully and understand the course structure

Understand key components: This course is made up of the following component: 1) discussions, 2) quizzes, 3) exams, and 4) assignments leading up to a full grant proposal. The course is based on problem-based learning as demonstrated through practicing skills, i.e., working toward mastery.

Know due dates of each course requirements and plan accordingly: Each week you will work through a module. Modules will open on Monday and remain open for the entire course. CANVAS modules, assignment links, course calendar and syllabus clearly indicate due dates. Make sure plan your submission accordingly. You will access the modules through the weekly icons on the left tool bar. You will have both textbook readings and read the materials online.

Take advantage of weekly office hours: I offer in-person and online zoom live meetings on Thursdays (not a part of grade)
- https://unt.zoom.us/j/4857410232 (Meeting ID: 485 741 0232) on Thursdays from 10:00 am-noon. The first meeting will be on 8/26 at 10:00 am
- The instructor will answer the questions about assignments and exams and offer opportunities to the students discuss ideas, challenges, and solutions.
- Participation of online meeting is not required activity of class nor affects your grade.

Assessments & Grading

This course is made up of a series of weekly discussion postings, assignments, quizzes, exams, and a complete grant proposal component. Each module will guide you towards developing your final grant proposal. It is important that you do not miss any of the assignments as they assist you in achieving the course learning objectives/outcomes. The assessment will be based on rubrics that are posted and instructor's qualitative review.

Quizzes 1-4
We have 4 quizzes are scheduled for checking the successful progress of the class.

Discussion Postings / Peer response to the postings
Each week you will work through one to two modules and complete discussion postings. Upon completion of the assigned exercises you are expected to offer **at least one feedback** to postings of peers. Your contributions to the discussion forums will be graded for *quality* not quantity, *timeliness* of your contributions, and a *detailed feedback*.

Assignments 1-9:
Throughout the semester you will work on specific components of your full grant proposal by completing assignment 1-9. File (MS Word document) submission is required.

Final Full Grant Proposal
Your final full grant proposal is due 11/28*.* For final grant proposal, you have to revise each of proposal components (assignments 1-9) and put them together into one document. A thorough editing is required to develop a professional grant proposal. I strongly suggest you contact the UNT Writing Lab ahead of time for their review and assistance. Specific instructions on the final proposal are provided on CANVAS modules.

Exams
We have two exams scheduled 1) MIDTERN EXAM- Opens 9/27 at 8:00 am and closes 10/3 at 11:59 pm, 2) FINAL EXAM- Opens 12/6 at 8:00 am and closes 12/8 at 11:59 pm. During the opening time, you have to complete exam. And make sure to finish exam in 2 hours once you begin. **There is NO late exam will be scheduled. The final exam is mandatory; no one will receive a passing grade without having taken it. The final exam will not be returned to students but may be reviewed by the student after the instructor has submitted final grades.**

Grading Items and Weights

Quizzes	4* 40	160
Discussions Postings / Peer response to the postings	4* 20 Points	80
Assignments	9* 20	180
Full grant proposal	1	80
Exams: Midterm and Final	2*100	200
Total points		700

Grading scales
- A = 700-630
- B = 629-560
- C = 559-490
- D = 489-420

- o   F = 419 and below

Late work: It is very important to make timely submissions
Weekly work will be made available to you by each Monday and be due mostly on the following Sunday.
To allow you work at your own pace, due dates must be followed.
==Late work will be only accepted and graded within a week and points will be deducted for late work.==
For each day an assignment is late, **one letter grade will be deducted from your final score on the assignment.** After one week, you will receive a zero. Once you make a late submission it is your responsibility to inform the instructor for late grading.

<p align="center">**Policies and Expectations**</p>

Scholarly Expectations All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor UNT and the Department of Community & Professional Programs Policies.

> **Cheating and Plagiarism** Definitions. The UNT Code of Student Conduct and Discipline defines cheating and plagiarism "as the use of unauthorized books, notes, or otherwise securing help in a test; copying others' tests, assignments, reports, or term papers; representing the work of another as one's own; collaborating without authority with another student during an examination or in preparing academic work; or otherwise practicing scholastic dishonesty."

> **Penalties.** Normally, the minimum penalty for cheating or plagiarism is a grade of "F" in the course. In the case of graduate department exams, the minimum penalty shall be failure of all fields of the exam. Determination of cheating or plagiarism shall be made by the instructor in the course, or by the department faculty in the case of departmental exams. Cases of cheating or plagiarism on graduate departmental exams, problem papers, theses, or dissertations shall automatically be referred to the departmental Curriculum and Degree Program[s] Committee.

> Cases of cheating of plagiarism in ordinary course work may, at the discretion of the instructor, be referred to the Curriculum and Degree Program[s] Committee in the case of either graduate or undergraduate students. This committee, acting as an agent of the Department, shall impose further penalties, or recommend further penalties to the Dean of Students, if they determine that the case warrants it. In all cases, the Dean of Students shall be informed in writing of the case.

Policy on Server Unavailability or Other Technical Difficulties The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Class Materials for Online Learning: This course includes online learning components. To fully participate in this class, students will need internet access to reference content on the Learning Management System and [faculty member to include other required equipment or software such as a webcam, microphone, Adobe Photoshop, etc.]. Information on how to be successful in an online learning environment can be found at https://online.unt.edu/learn.

Course Evaluation: SPOT This course is evaluated using the SPOT System. After logging in to the my.unt.edu portal, you can access the SPOT survey site by clicking on the SPOT icon. A list of currently enrolled courses will appear. You will complete each course evaluation independently. The SPOT is open a few weeks prior to final exams.

Copyright Notice Some or all of the materials on this course Web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. Additional copyright information may be located at: ehttp://copyright.unt.edu/content/unt-copyright-policies.

Withdrawals: Students have the right to withdraw from courses. I urge you to maintain your commitment to this course, however, if you decide to withdraw, please see the instructor and review the academic calendar to observe UNT's withdraw dates.

Disability Accommodations: The Department of Public Administration, in cooperation with the Office of Disability Accommodations (ODA), complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request to the instructor within the first two weeks of the semester. Students registered with the ODA may present the Special Accommodation Request from that office in lieu of a written statement.

Sexual discrimination, Harassment, & Assault UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. UNT's Dean of Students' website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs.

Anti-Bias Statement
The Department of Public Administration believes in the fundamental principles of life, liberty, equality, equity, and in doing good to all people as we serve our students and the public interest.
- We believe in the importance of diversity and inclusion
- We believe in fairness and equity for all faculty and students in and out of class
- We believe in mutual respect and civility for all students and faculty
- We believe that faculty and students have a right to a redress of grievances
- We believe that students and faculty should be actively engaged in good works

Syllabus Change Policy The syllabus for this course is subject to change at any time at the discretion of the instructor. Students will be notified of any and all changes in class and via email.

Appeals. Students may appeal any decision under this policy by following the procedures laid down in the UNT Code of Student Conduct and Discipline.

COVID-19 Impact

While this class is the asynchronous fully online course, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to continue this class because you are ill, or to keep the class due to a related issue regarding COVID-19. It is important that you communicate with me about the issue, so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

August 23, 2021	First class day (Monday)
August 20-27, 2021	Student-requested schedule changes may be made during add/drop.
August 27, 2021	Last day for change of schedule other than a drop. (Last day to add a class.)
September 6, 2021	Labor Day (university closed)
October 1, 2021	Last day for change in pass/no pass status.
November 12, 2021	Last day to drop a course.
November 12, 2021	Last day to withdraw from the semester. Process must be completed by 5 p.m. in the Dean of Students Office. Grades of W are assigned.
November 13, 2021	Beginning this date a student who qualifies may request a grade of I, incomplete. (See "Grading system" in the Academics section of this catalog.)
November 25-26, 2021	Thanksgiving break (university closed)
December 1-2, 2021	Pre-finals days
December 2, 2021	Last regular class meeting
December 3, 2021	Reading day (no classes)
December 4-10, 2021	Final examinations
December 10, 2021	Last day of term

Course Schedules and Assignments Dues

Week (Dates)	Modules	Readings	Assignments and Due Dates
Week 1 **8/23 - 8/29**	Module 1 Introduction	Introduction (ps. 1-10)	• Discussion 1-1: Video introduction (Due: 8/27) • Discussion 1-2: Peer response to the discussion posting (Due: 8/29) • Quiz 1 (Due: 8/29)
Week 2 **8/30 - 9/5**	Module 2: Developing Proposal Idea	Step 1 and Resource A (ps. 10-17 and 117-124)	• Discussion 2-1: Getting to know your nonprofit: posting (Due: 9/3) • Discussion 2-2: Peer response to the discussion posting (Due: 9/5)
Week 3 **9/6 - 9/12**	Module 3: Nonprofit Funding and Revenue	Step 1 and 2 and Resource B (ps. 10-28 and 125-128)	• Assignment 1: Worksheet 1.1 (Due: 9/12)
Week 4 **9/13 - 9/19**	Module 4: Funding Opportunities, Need Statement, and Goals & Objectives	Step 3 (ps. 29-37)	• Discussion 3-1: Funding Opportunities: posting (Due: 9/17) • Discussion 3-2: Peer response to the discussion posting (Due: 9/19) • Assignment 2: Statement of Need/Problem (Due: 9/19)
Week 5 **9/20 - 9/26**	Module 5: Funding Opportunities, Need Statement, and Goals & Objectives	Step 4 (ps. 39-49)	• Assignment 3: Proposal component: Goals & Objectives (Due: 9/26) • Quiz 2 (Due: 9/26)
Week 6 **9/27 - 10/3**	**Module 6: Midterm Exam**	You will have 2 hours to complete the exam once you begin.	**MIDTERN EXAM- Opens 9/27 at 8:00 am and closes 10/3 at 11:59 pm**
Week 7 **10/4 - 10/10**	Module 7: Description, Method, and Timeline	Step 5 (ps. 51-58)	• Discussion 4-1: Sharing your own experiences: posting (Due: 10/8) • Discussion 4-2: Peer response to the discussion posting (Due: 10/10) • Assignment 4: Project description and method (Due: 10/10)
Week 8 **10/11 - 10/17**	Module 8: Description, Method, and Timeline	Step 5 (ps. 51-58)	• Assignment 5: Project / Program Timeline (Due: 10/17)

Week 9 10/18 – 10/24	Module 9: Evaluation and Organizational Background	Step 6 and Step 9 (ps. 59-67 and 91-97)	• Assignment 6: Evaluation component (Due: 10/24)
Week 10 10/25 – 10/31	Module 10: Evaluation and Organizational Background	Step 6 and Step 9 (ps. 59-67 and 91-97)	• Assignment 7: Organizational background (Due: 10/31) • Quiz 3 (Due: 10/31)
Week 11 11/1 – 11/7	Module 11: Budget	Step 8 (ps. 75-87)	• Assignment 8: Budget narrative and table (Due: 11/7)
Week 12 11/8 – 11/14	Module 12: Proposal Summary and cover letter	Step 10 and 11 (ps. 99-110)	• Quiz 4 (Due: 11/14)
Week 13 11/15 – 11/21	Module 13: Proposal Summary and cover letter	Step 7 and Step 12 (ps. 69-73 and 111-115)	• Assignment 9: Cover letter and proposal summary (Due: 11/21)
Week 14 11/22 – 11/24	Module 14: Full proposal submission	Refer to feedback received from Assignment 1-9	• Preparing Full Grant proposal • Thanksgiving break (11/25-11/26-University closed)
Week 15 11/29-12/5	Module 14	Refer to feedback received from Assignment 1-9	• Turn in full grant proposal (Due 12/5)
Week 16 12/6 – 12/8	**Module 15: Final Exam**	You will have 2 hours to complete the exam once you begin.	• **FINAL EXAM-Opens 12/6 at 8:00 am and closes 12/8 at 11:59 pm**