

Syllabus

PACS 4220/ COMS 5300 Proposal Writing and Grants Administration

Instructor Information:

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Course Description:

PACS 4220 is a 3 hour course in which students will learn the basic steps in defining and designing a problem or project, researching funding ideas, how to use the Internet as a fundamental tool, and will acquire detailed skills on how to prepare funding applications. The last sections of the course will focus on the skills and tools needed to monitor funds when grants have been awarded. This course will take the mystery out of proposal writing and finding funds from Local, State, and Federal public and private sources for agency programs and [projects](#). Students will use Blackboard to experience class interaction through discussions, teamwork on case studies and class presentations. Students, who have received credit for this course as an undergraduate, may not retake it for graduate credit.

This course is taught totally online through Blackboard. All materials, lectures, quizzes, [projects](#), programs and discussions are conducted online over the course of the semester.

Required Texts:

These are available through the UNT Bookstore and various online book providers. You may also order them directly from The [Foundation](#) Center.

Jane C. Geever. The [Foundation](#) Center's Guide To Proposal Writing, Fifth Edition. New York: The [Foundation](#) Center, 2007. (ISBN 1-59542-129-7)

Judith B. Margolin and Elan K. DiMagio, Editors. The Grantmaker's Guide to Winning Proposals. New York: The [Foundation](#) Center, 2008. (ISBN 978-1-59542-195-1)

Sarah Collins, Editor. [Foundation](#) Fundamentals, Eighth Edition. New York: The [foundation](#) Center, 2008. (ISBN 13:978-1-59542-156-2)

You are strongly encouraged to use these editions of the books, especially the Margolin and DiMagio book.

Course Objectives:

- A student who has successfully completed the course should be able to:
- Define and design a problem or project that matches the Mission and Goals of an Agency.
- Research funding sources on the local, state, Federal and corporate levels for social service programs.
- Demonstrate the basic skills in responding to Requests for Proposals.
- Obtain the skills and tools necessary for the effective monitoring of grants awarded to an organization.

Student Evaluation Procedures:

Students will be required to successfully complete all of the following assignments described below:

Service Learning Project (60% of grade): Each student will write locate funding sources and write grants for an assigned nonprofit.

Grant Administration (10% of grade): Each student will develop the forms and systems necessary to ensure the proper administration of a proposal. This is an individual assignment.

Class Attendance and Participation (30% grade): Class attendance must, at minimum, meet university requirements. Full attendance, preparation, and evidence of individual participation will be measured. Attendance will be calculated by on-line activity in discussions, Wimba rooms including reflective journal entries on working with a nonprofit to write a grant, etc.

Grades will be assigned on the basis of weighted averages as follow: 100-90%= A, 89-80 = B, 79-70%=C, etc.

Graduate students will work on a special project under the direction of the professor to locate funding and write a series of grants for a semester NGO internship program in Sweden the fall of 2013 by UNT. They will do all other work as specified for the course in addition to being involved in this special project. Grades will be based on a weighted average of points with the special graduate project worth 75 points so that grades for graduate students will be based on a percentage breakdown of 175 weighted points with grades assigned according to the percentages indicated in the previous paragraph.

Course Policies:

1. This course will be governed by all policies in the current Faculty Handbook and the Student Guidebook of the University of North Texas.
2. Students are prohibited from soliciting and /or receiving outside assistance for this class unless they have received prior approval from the instructor.
3. Any and all deviations from this syllabus must be obtained from the instructor IN WRITING through the Instructor's e-mail.
4. Late work is not accepted. Students without acceptable reasons to the professor will not be permitted to make-up missed examinations or other work in the course.
5. All students must abide by the Code of Student Conduct as outlined in their enrollment agreements.
6. Please note that students will be dropped for non-attendance in this course. In this Internet class non-attendance will mean that a student has not posted any assignments by the 12th day audit or will have exceeded 3 unauthorized absences during the semester. It is the student's responsibility to watch the University official drop dates.

A Notice of Unsatisfactory Progress may be sent to students who have either an attendance or grade problem by the University audit date each semester.

7. The syllabus may be changed by the instructor due to unforeseen circumstance, especially those related to the service learning project. All changes will be communicated to students via announcements and email.

Academic Integrity :

Academic dishonesty is defined in the UNT Policy on Student Standards for Academic Integrity. Any suspected case of Academic Dishonesty will be handled in accordance with University policy and procedures. Possible academic penalties range from a verbal or written admonition to a grade of "F" in the course. Further sanctions may apply to incidents involving major violations. You will find the policy and procedures at <http://vpaa.unt.edu/academic-integrity.htm>.

Student Behavior in the Classroom:

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr.

Student Requiring Special Accommodation:

If you have a condition that requires accommodation in this course, please notify the instructor during the first week of class. Any necessary or appropriate accommodations will be made provided that timely notice is received, and that the arrangement is consistent with recommendations from Disability Services, when applicable. Students who require this type of assistance should contact the Office of Disability Accommodation (ODA) at (940) 565-4323, or at TTY (940) 369-8652 to make appropriate arrangements. Information on the services provided by the ODA as well as application procedures is available at <http://www.unt.edu/oda/index.html>. Information on UNT's policies related to disability accommodations is available at <http://policy.unt.edu/policy/18-1-14>.

Please note that disability accommodations are not retroactive. Accommodations will be made only after a disability is officially verified.

Course Schedule:

Please note the following abbreviations:

PW= Guide to Proposals Writing

GTWP= Guide To Winning Proposals

FF= [Foundation](#) Fundamentals

January 17- 20

1. Guide to Proposal Writing (always abbreviated as PW)- Please read the sections titled "Preface" and "From the Author"
2. D= Discussion titled "Get Acquainted"
3. Complete and email the Student Information Form found on the announcement page.
4. Review the web site www.humanics.org and comment on the appropriate discussion board to receive 10 points.
5. Review the web site www.ecv.unt.edu and comment on the appropriate discussion board to receive 10 points.

Jan. 17-20

1. Guide ToWinning Proposals (always abbreviated as GTWP)- Read Chapter 11, Letter of Inquiry
2. PW-Chapter 1&2

3. GTWP- Chapter 1, AGUA thru Consejo
4. L=Lesson 1
5. D=Lesson 1 Discussion/ Discussion on GTWP- Chapters 11 & 1A-C

Jan. 23-27

1. PW- Chapter 3&4
2. GTWP Chapter 1-Lincoln thru chapter 2 on The Corps Network .
3. L=Lesson 2
4. D=Lesson 2 Discussion/ Discussion on GTWP- Chapter 1& CN2

Jan. 30 – Feb. 3

1. PW- Chapter 5&6
2. GTWP=Chapters 6&7
3. L=Lesson 3
4. D=Lesson 2 Discussion/ Discussion on GTWP- Chapters 6 & 7

Feb.6-10

1. PW- Chapter 7&8
2. GTWP- Chapters 3 & 13
3. L=Lesson 4
4. D=Lesson 4 Discussion/ Discussion on GTWP- Chapters 3 & 13
5. Students will submit a draft letter of intent to the assignment icon by 2/27/12 at 11:30 p.m.

Feb 13-17

1. PW-Chapter 9 &10
2. GTWP- Chapter 9 & 12
3. L=Lesson 5

4. D=Lesson 5Discussion/ Discussion on GTWP- chapters 9 & 12

5. Students will submit a draft letter of intent to the assignment icon by 2/27/12 at 11:30 p.m.

Feb. 20-24

1. PW Chapter 11&12

2. GTWP- Chapter 5

3. L=Lesson 6

4. D=Lesson 6Discussion/ Discussion on GTWP- Chapter 5

5. Students will submit a draft letter of intent to the assignment icon by 2/27/12 at 11:30 p.m.

Feb 27-Mar02

1. PW- Chapter 13-14

2. GTWP- Chapter 10

3. L=Lesson 7

4. D=Lesson 7 Discussion/ Discussion on GTWP- Chapter 10

Feb. 05-09

1. GTWP- Chapter 4

2. D=Discussion on GTWP- Chapter 3

Mar. 12-16

1. GTWP- Chapter 8

Mar. 19-23

Spring Break

Mar 26-30

1. FF- read and study chapters 1&2

2. D=FF 1&2

3. Students will submit their grant draft on 4/02/12 by 11:30 p.m.

April 02-06

1. FF- read and study chapters 3&4

2. D=FF 3&4

3. Students will submit their grant draft on 4/02/12 by 11:30 p.m.

April 09-13

1. FF- read and study chapters 5&6

2. D=FF 5&6

April 16-20

1. FF- read and study chapters 7&8

2. D=FF 7&8

3. Grant activities and budget form due 4/23/12 at 11:30 p.m.

4. Report on 2 additional foundations due 5/5/12 at 11:30 p.m.

April 23-27

1. FF- read and study chapters 9&10

2. D=FF 9&10

3. Grant activities and budget form due 4/23/12 at 11:30 p.m.

4. Report on 2 additional foundations due 5/5/12 at 11:30 p.m.

5.. Revised Grant drafts due by 12/56/2011 at 11:30 p.m.

April 30-May 03

Report on 2 additional foundations due 5/5/12 at 11:30 p.m.

Please complete the course evaluation

May 05- 11 (finals week)

There is no final in this course. Exams are replaced by the projects.