

PACS 4220 Proposal Writing and Grants Administration

Instructor:

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Campus Office Hours: Tuesday 1-3 p.m. and Thursday 10:30-11:30 a.m.

Course Description:

PACS 4220 is a 100% online course dealing with the basics of grant writing. Students will learn the basic steps in defining and designing a problem or project, researching funding ideas, and will acquire knowledge and skills on how to prepare private foundation grant applications. The course also examines skills and tools to monitor grants once they are awarded.

This course will take the mystery out of locating funds from private foundations and applying for them. Students, who have received credit for this course as an undergraduate, may not retake it for graduate credit.

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. 2012. *The Foundation Center's Guide to Proposal Writing, 6th Edition*. New York: The Foundation Center. (ISBN 9781595424044)

Judith B. Margolin and Elan K. Di Maio, editors. 2008. *The Grantseeker's Guide to Winning Proposals*. New York: The Foundation Center. ISBN 978-1-59542-195-1

Sarah Collins, Editor. 2008. *Foundation Fundamentals, 8th Edition*. New York: The Foundation Center ISBN-13: 978-1-59542-156-2

Students with other editions of the books may find themselves at a distinct disadvantage in the course.

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 organization.
- Research funding sources for organizational programs and projects.
- Develop the knowledge, skills, and confidence to write a grant.
- Be able to monitor a grant once awarded to an organization.

Student Evaluation Procedures:

Students are required to do the following in the course:

Participate in Discussion Boards:

Each week of the course, there will be two discussion boards for students to make a post and reply to the post of at least one other person in the course.

Assignments:

Various assignments are made throughout the semester as specified on the course schedule. These will deal with items such as a letter of intent, a grant problem statement, etc.

Exams:

There will be an exam during week six regarding foundation funding and a comprehensive final exam that emphasizes various components of a grant and the management of grants.

Nonprofit Grant Writing Project:

Students will select a nonprofit from those screened for the class by the instructor. During the course of the semester, students will:

- Locate possible foundations and draft an actual letter of intent for an organization project or program.
- Write a draft grant to the same foundation for which the letter of intent was drafted.
- Locate two additional foundations to which the nonprofit organization may apply.

Throughout the semester, students will be writing various components of a grant. Toward the end of the semester, students will have an opportunity to bring these components together into a

comprehensive grant proposal incorporating corrections from the previously submitted assignments.

Course Writing:

All writing must utilize the American Psychological Association (APA) Style Guidelines. A good resource on APA guidelines is found here:

<http://owl.english.purdue.edu/owl/resource/560/01/>.

Use these guidelines for writing the various assignments and for writing on the discussion boards.

Course Grades:

Grades are based on a percentage breakdown of the total points earned in the course as follows:

Evaluation Procedures	Total Points	Percentage of Total Points
Discussion Boards	560	28
Assignments	600	30
Exam and Final	300	15
Funding sources		
Initial	120	06
Two additional funding sources	120	06

Grant draft	300	15
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Grade equivalents are based on a percentage of total points in the course as follows:

Letter Grade	Percentage of total points	Point Range
A	100-90	2000 - 1800
B	89-80	1799 - 1600
C	79-70	1599 - 1400
D	69-60	1399 - 1200
F	59 & below	1199 & below

Graduate students will be required to work on a special project approved by the instructor and worth 200 points which will be added to the total points on which their grade is calculated.

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

- Below you will find the course schedule by week.
- Unless otherwise specified, all discussions and other work are assigned on a weekly basis and due on the following Monday by 11:30 p.m.
- Assignments will be submitted under the assignment icon on the left margin of the course page.
- Exams will be taken under the assessment icon on the left margin of the course page.

Week 1, August 29-31,2012

Lesson on the home page	Beginning of the Semester
Text Reading	Review the preface, forward, or introduction to your texts
Discussion Board	Week 1

Week 2, September 3-7, 2012 (no classes Monday September 3, 2012 for the Labor Day Holiday)

Lesson on the home page	Foundations and Nonprofit Organizations
Text Reading	Foundation Fundamentals Chapter 1, 3 & 3
Discussion Board	Week 2
Select the nonprofit for which to draft your grant	Please see the file listing your options on the course home page and make your selection by listing your choice under the discussion board category by September 17

Week 3, September 10-14, 2012

Lesson on the home page	Funding as an Art
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Text Reading	Foundation Fundamentals Chapter 4, 5
Discussion Board	Week 3

Week 4, September 17-21, 2012

Lesson on the home page	Resources for Locating Funding Sources
Text Reading	Foundation Fundamentals Chapter 6, 7, and 8
Discussion Board	Week 4
Initial Funding Source	Find a foundation to write a grant for your nonprofit and preference it on the discussion board under the category of Online Office. Do this by October 1.

Week 5, September 24-28, 2012

Lesson on the home page	Contacting Potential Funders
Text Reading	Foundation Fundamentals Chapters 9 & 10 Winning Proposals Chapter 11
Discussion Board	Week 5

Week 6, October 1-5, 2012

Lesson on the home page	Preliminaries of Grant Writing
Text Reading	Proposal Writing Chapter 1 & 2
Discussion Board	Week 6
Exam	Exam on Foundation Fundamentals in the Assessment icon on the left margin of the home page. Anticipate both multiple choice and short answer

	essay questions. Complete this by 11:30 p.m. on October 8.
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Week 7, October 8-12, 2012

Lesson on the home page	The Executive Summary and Statement of Need
Text Reading	Proposal Writing Chapters 3 & 4
Discussion Board	Week 7
Assignment	Write a Letter of Intent for your grant draft and submit it by October 15 under the Assignment icon on the left margin of the course page by 11:30 p.m.

Week 8, October 15-19, 2012

Lesson on the home page	Project Description and Evaluation
Text Reading	Proposal Writing Chapters 5 & 6
Discussion Board	Week 8
Assignment Reminder	Write a Statement of Need for your grant draft and submit it by October 22 under the Assignment icon on the left margin of the course page by 11:30 p.m.

Week 9, October 22-26, 2012

Lesson on the home page	The Budget Section and Conclusion Including Organizational Information
Text Reading	Proposal Writing Chapters 7 & 8 Winning Proposals chapter 13
Discussion Board	Week 9
Assignment	Write a Project Description for your grant draft and submit it by October 29 under the Assignment icon on the left margin of the course page by 11:30 p.m.

Week 10, October 29- November 2, 2012

Lesson on the home page	Variations of the Proposal and Packaging
Text Reading	Proposal Writing Chapters 9 & 10 Winning Proposals Chapter 10 & 12
Discussion Board	Week 10
Assignment	Write an Evaluation for your grant draft and submit it by November 5 under the Assignment icon on the left margin of the course page by 11:30 p.m.

Week 11, November 5-9, 2012

Lesson on the home page	A Look at Online Applications
Text Reading	Proposal Writing Chapter 13
Discussion Board	Week 11
Assignment	Write a Budget for your grant draft and submit it by November 12 under the Assignment icon on the left margin of the course page by 11:30 p.m.

Week 12, November 12-16, 2012

Lesson on the home page	Funding Continued After the Grant and Funder Comments
Text Reading	Proposal Writing Chapters 14, 15, & 16
Discussion Board	Week 12
Assignment	Write the executive summary for your grant draft and submit it by November 19 under the Assignment icon on the left margin of the course page by 11:30 p.m.

Grant Draft	Prepare your grant draft and submit it under the assignment icon on November 28 no later than 11:30 p.m.
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Week 13, November 19-23, 2012 (no classes Thursday, November 22 through Sunday November 25, 2012 for the Thanksgiving Holiday)

This week is devoted to consolidating the various parts of your grant into a comprehensive grant application for submission next by November 28 no later than 11:30 p.m. in the assignment icon on the left margin of the Blackboard page.
No discussion Board

Week 14, November 26-30, 2012

Lesson on the home page	Ethics & Grants- Applying and Managing
Text Reading	
Discussion Board	Week 14
Grant Draft submission	Submit by November 28 no later than 11:30 p.m. under the assignment icon on the left margin of the Blackboard page.
Two Additional Funding Sources	Form for reporting funding sources is on the course home page. Submit under the Assignment icon on the left margin of the course page by December 3 at 11:30 p.m.

Week 15, December 3-7, 2012 (Pre-finals Week)

Lesson on the home page	Responses of Funders
Text Reading	Proposal Writing Chapter 17
Discussion Board	Week 15
Assignment of final Exam	The exam will be the critique of a grant assigned to read from Guide To

	Winning Proposals and will be taken under the assessment icon as a timed, open book exam. The exam is due no later than December 10 at 11:30 p.m.
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Week 16, December 10-14, 2012 (Finals Week, Doctoral and Masters Commencement December 14, 2012, and undergraduate commencement December 15, 2012)

Complete the course evaluation	The UNT course evaluation is the S.E.T.E. It is located on your “My UNT” page. There will be a bonus question on the final exam worth 10 possible points if 70% of the class completes the S.E.T.E. and 15 possible points if the completion rate equals or exceeds 80%. Actual bonus points depend on the correctness of the answer as well as the class completion rate.
Final Exam	This timed, open book exam is due under the assessment icon no later than 11:30 p.m. on December 10