PADM 4220 Proposal Writing & Grants Administration

Instructor: Norman A. Dolch, Ph.D.
Contact Information
Office location: Chilton Hall 204 P, Department of Public Administration
Office hours: available online by email and 24/7 by phone via text and voice
E-mail: norman.dolch@unt.edu
Phone: 972-369-2395

In your email, please put **PADM 4220 as the header of the email** or it may take longer for me to reply. You may also call and leave a voicemail for me to call back. Please introduce yourself with your name and the course name or number.

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. It is not required to purchase a physical copy of the book, however, if you wish to do so the UNT bookstore has copies. The book may also be ordered on line from providers such as Amazon or Barns & Nobel.

"*Winning Grants Step by Step: The Complete Workbook for Planning, Developing and Writing Successful Grant Proposals*" by Tori O'Neal-McElrath.

Course Description and Goal

Basic steps in researching funding ideas, including how to use the Internet as a fundamental tool and the detailed steps required for preparing funding applications.

Goal:

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
  - Understand what a non-profit is and how it functions
  - Understand the importance of mission
- 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
  - Develop a budget
- 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
- Craft a proposal summary

- Establish sustainable programs and relationships with funders
- Refine the proposal elements and package the grant application

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. *Visiting the UNT Writing Lab for tutoring, either physically or online, is highly recommended.*

This course is made up of the following component: discussions, quizzes, exams, and 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.

How the course is organized

Each week you will work through a module. Modules will open on Monday and remain open for the entire course. Some modules are 2 weeks' worth of work (see syllabus). ***All discussions, quizzes, exams, and assignments will be due on Sunday at 11:59 pm.*** You will access the modules through the Weekly Modules icon on the left tool bar. You will have both textbook readings and read the materials online. Further, there will be videos to watch.

The Course Calendar will tell you what modules to work through for a given week, the module topic, the textbook reading associated with the module and any weekly discussions/assignment/quiz/exam due. The Syllabus with the Course Calendar information can be accessed through Canvas.

There will be opportunities throughout the semester to interact with the professor via teleconferencing. These will be announced. Please know that your professor is available 24/7 via email, text and cell phone. Please do not hesitate to contact him.

What to Do First?

Once you have accessed the course and read the syllabus, please read through the materials posted in the first module and post your introduction on the discussion board. You will be the grant writer for a nonprofit and by September 6 you must sign up for the agency of your choice.

TENTATIVE COURSE OUTLINE

(SUBJECT TO CHANGE AT INSTRUCTOR'S DISCRETION) Week	Dates	Module	Discussions	Assigned Readings
1	1/14-1/20	Module 1 Introduction	1. Introduction Discussion 2. Quiz - Syllabus	Introduction: an overview to the grant seeking process
2	1/21-1/27	Module 2: Nonprofit Funding and Revenue	1. Discussion: Getting to know your nonprofit agency 2. Email name of agency chosen for grant writing process	Step 1 + Resource A
3	1/28-2/3	Module 2: continued	1. Assignment 1: Proposal Idea- Worksheet 1.1 2. Discussion response 3. Quiz	Step 1 and 2 + Resource B
4	2/4-2/10	Module 3: Funding Opportunities, Need Statement, and Goals & Objectives	1. Discussion posting 2. Assignment 2 2: Statement of Need/Problem	Step 3
5	2/11-2/17	Module 3 continued	1.Assignment 3: Proposal Component: Goals & Objectives 2. Discussion response	Step 4
6	2/18-2/24	Module 4: Midterm	EXAM- Opens 2/18 at 8 am and closes on Sunday 2/24 at 11:59 pm	You have 2 hours to complete the exam once you begin.

7	2/25-3/3	Module 5: Description, Method, and Timeline	Discussion: Participate in the discussion board. Assignment 4: Project Description and Method	Step 5
8	3/4-3/10	Module 5 Continued	Assignment 5: Project / Program Timeline	Step 5
9	3/11-3/17	Spring Break		
10	3/16-3/24	Module 6: Evaluation and Organizational Background	Assignment 6	Step 6 and Step 9
11	3/25-4/1	Module 6 continued	Quiz Assignment 7	
12	4/2-4/7	Module 7: Budget	Quiz Assignment 8	Step 8
13	4/8-4/14	Module 8	Assignment 9	Step 10 and 11
14	4/15-4/21	Module 8 continued	Full proposal	
15	4/22-4/28	Module 9		Step 7 and Step 12
16	4/29-5/2	Module 9 continued	Grant Application	
17	5/3-5/10	Final Exam	Will open 5/3 at 8:00 AM and close 5/4 at 11:59 PM	You will have 2 hours to complete the exam once you begin.

Assessments & Grading

This course is made up of a series of weekly discussion postings, assignments, quizzes, tests, 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.

Weekly work will be available for you by each Monday and is due as indicated, usually the following Sunday. you may be given access to two week's work at a time, to allow you work at your own pace. *Due dates must, however, be followed. **Points will be deducted for late work**. Just like missing a grant proposal deadline is a lost opportunity, submitting late work is as well!* 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, but must still turn in the assignment to receive feedback. Receiving and incorporating feedback is essential to writing a successful full proposal.

Proposal writing builds on communicative acts. It is not something you do in isolation. For each larger component assignment you will be asked to visit the **UNT Writing Lab,** either in person or virtually. 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. See the syllabus and resources (posted on the BB course content page) for information about the requirement to visit the UNT Writing Lab, hours of operation, and contact info.

Feedback from your instructor will be either rubric based or written feedback. You will receive additional feedback on your major grant proposal parts. Because the feedback will be extensive, it will take me time to thoroughly review everyone's assignments. I will strive to return grades and feedback weekly. *However, I ask for your patience*. Some weeks assignments may be returned later than others based on my workload.

Discussion Postings or Exercises

Each week you will work through one to two modules and complete discussion postings and/or exercises. The discussions and exercises are related to the text and module readings, nonprofit agency videos, external resources and activities. Upon completion of the assigned exercises you are expected to engage in **ongoing feedback** with your peers. ***You need to read each other's postings and provide feedback on each discussion posting or exercises.*** Your contributions to the discussion forums will be graded for ***quality*** not quantity, ***timeliness*** of your contributions, and a ***detailed feedback***. The discussion boards will open the week the discussion is due and will remain open throughout the semester. If a discussion positing is due you will post a discussion directly into the thread. Please note, no late work is accepted for grades, but you potentially can receive feedback without credit from peers and the instructor on late work.

One major piece of advice for discussions and exercises.... ***Do not wait until Saturday and Sunday to engage in a discussion – this should be ongoing!!!!***

Discussion & Exercise Assessment Method: Rubric or instructor feedback.
Proposal Components: Throughout the semester you will work on specific components of your full grant proposal. You will upload a Word document for each of the assignments, one for each section of the grant, through the assignment link. The assignment submission link will open the week the assignment is due.
Proposal Components Assessment Method: Rubric and instructor feedback.

Final Proposal Package

Your full proposal is due Sunday 4/21/119. This will consist of editing and putting together all of the previous proposal components into one document. I strongly suggest you visit(s) the UNT Writing Lab either in person or virtually for support with your grammar and style on your Full Proposal. Specific instructions on the final proposal will be shared in Canvas. This is the web site for the writing lab and includes information about face-to-face as well as online consultation: https://studentaffairs.unt.edu/content/unt-student-writing-lab-0

Grant Application
You will use a funder's RFP (Request for Full Proposal) or the Common Grant Application (provided) for this assignment. Using the information you gathered in your full proposal, you will fill out the grant application, along with any requested attachments. A copy of the RFP is expected to be submitted as well. If the RFP you

find is long and extensive (similar in length to the Final Proposal), you may submit your funder's grant application for your final proposal assignment instead, and submit the Common Grant Application for this assignment.

Assessment Method: Rubric.

Grading. *Grades will be determined as follows:*		
Discussions	4 @ 20 Points	80
Assignments	8@ 20	180
Quizzes	4 @ 40	160
Composite Final Grant Proposal (assignment 9)	1 (cover letter, full proposal)	50
Grant Application	1	50
Midterm and Final	2@100	200
Total points		720

Late Work and Missed Assignments Because this course is built around developing sections of a full grant proposal, completing each weekly assignment and receiving feedback to later incorporate is critical. ***Therefore, points will be deducted from late work***. *Note due dates in your calendar.*

Class Participation While this is an online class, the expectation is that you are engaged in the material every week. *If you are taking this class because you want an easy online class that does not require you to be engaged in the material, then you are taking the wrong class.* This class requires the same time investment as any face to face course. However, you have the flexibility to engage with the material during the week in a time-flexible way. However, **you will need to visit the online class every week and do work**. The instructor may use the tracking feature in Canvas to monitor student activity. You are also required to participate in all class activities such as discussion board.

Virtual Classroom Citizenship The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper etiquette when interacting with class members and the professor. Please make every effort to respect others. Disagreements are allowed and expected, but the focus should be on ideas rather than on the individual who expresses them. Please consider these thoughts when determining your behavior:

You are responsible for your own learning: Asking thoughtful questions and engaging intently can prove invaluable.

Impressions count: The impression you make on a professional today may seem insignificant until you want/need a job from that person. This includes interaction with your peers. Remember, they will be working for the same organizations that interest you and may actually be responsible for hiring down the road.

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 course announcements.

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.

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.

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.

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 –
COURSE POLCIES AND PROCEDURES

Policies and Procedures
General expectations: I expect students to attend all course sessions: complete required readings prior to class time, participate in class discussions and case studies, and complete the written assignments, mid-term and final examinations.
Attendance: Attending class sessions is an important part of the learning process. Although you will not lose grade points specifically for nonattendance, you will certainly lose opportunities to earn credits for participation in the classroom.
Examinations: Students must take examinations when they are given to the class; makeup exams will be scheduled only for extraordinary circumstances. No one can be excused from an exam without notifying the instructor prior to the scheduled exam. **If you miss an exam, I will assume that you have chosen to receive a "0" for your grade on that exam. 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.
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 Accommodation

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.

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.

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

POLICY ON 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 https://policy.unt.edu/policy/07-012.

Acceptable Student Behavior:

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 Dean of Students 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.deanofstudents.unt.edu

 SEXUAL DISCRIMINATION, HARRASSMENT, & 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. The federal

Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

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: http://deanofstudents.unt.edu/resources_0. Renee LeClaire McNamara is UNT's Student Advocate and she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students' office at 940-565-2648. You are not alone. We are here to help.

<u>PLAGIARISM</u>

Professors in the Department of Public Administration will not tolerate any form of academic dishonesty among students in the major. According to the 2005-06 UNT Undergraduate Catalogue (p. 107): "The term 'plagiarism' includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement; and b. the knowing or negligent unacknowledged use of material prepared by another person or agency engaged in the selling of term papers or other academic materials."

Examples of plagiarism include:

• purchasing term papers from Internet sources and turning them in to meet assignment requirements

• downloading or copying material from the Internet and presenting it as your own work

• using sentences, quotes, statistics or other information from books or journals without citing the source(s) in papers

• incorporating novel ideas, concepts or phrases into papers without giving credit to the original author • having someone else write a paper for you

Failure to comply with this policy on plagiarism may result in a failing grade on the assignment or paper, a failing grade in the class, dismissal from the program, and expulsion from the university.

When in doubt about what constitutes plagiarism, contact your professor or provide citations!

LAPTOPS AND CELL PHONES IN THE CLASSROOM:

The classroom setting at an institution of higher learning is intended to serve as a venue that permits the transfer of knowledge and facilitates the sharing of ideas. As such, it is imperative that any distractions from these stated objectives be avoided and kept to a minimum. Potential disruptions include modern electronic devices such as laptop computers and cell phones.

Students are allowed to take notes on personal laptop computers to enhance the learning process, but they should not activate their internet browsers during class or use computers for non-academic purposes (as this diverts attention from the lecture/discussion for both the student using it and others nearby).

Students should also avoid using cell phones to search the Internet or text while class is in session. Exceptions to this policy will be at the discretion of the faculty only and may occur if searching the Internet is necessary to find additional information or facts related to the subject being covered on that particular day.

CAMPUS CARRY & CONCEALED HANDGUNS

In accordance with state law and UNT policy, students who are licensed may carry a concealed handgun on campus premises except in locations and at any function, event, and program prohibited by law or by this policy. Students may learn more about UNT's concealed handgun policy at https://campuscarry.unt.edu.

University Calendar with Important Dates:

Spring Calendar 2019

UG = Undergraduate students; GRAD = Graduate students

Part of Term (POT) values indicate the time frame for the course. The Class Schedule shows what part of term each course is scheduled in to assist with identifying deadlines:

- 1 = full 16 week semester (approximately 1/14/2019 – 5/1/2019 plus finals)
- A = first 8 weeks of the semester (approximately 1/14/2019 – 3/8/2019)
- B = second 8 weeks of the semester (approximately 3/11/2019 – 5/1/2019 plus finals)

January 14

- First day of instruction for Spring POT 1 and POT A courses
- Deadline for students to register for first classes without being charged $15 late fee penalty

January 15

- Late registration begins via Student Self-Service, $15 late fee applies

January 18

- Deadline for UG to add a POT A course
- Deadline for GRAD to add a POT A course via Student Self-Service
- **Deadline for ALL students to drop a POT A (1st 8 week) course for a refund if reducing assessment range**

January 21

- Martin Luther King, Jr. birthday (all-campus holiday)

January 22

- Deadline to suppress directory information

January 28 – 10th day add/drop deadline

- **Deadline to drop or reduce POT 1 (full semester) hours and receive refund if reducing assessment range for ALL students**

- **Deadline for UG to add a POT 1 (full semester) course**
- **Deadline for GRAD to add a POT 1 (full semester) course via Student Self-Service and without approval**

February 8

- **Deadline for UG to drop a POT A (1st 8 week) course via Student Self-Service without grade of W**
- Deadline for UG to elect credit/no credit or change credit/no credit to regular grade basis in POT A course
- Deadline for UG to file intent to use Campus Grade Replacement option in POT A course
- Deadline for GRAD to drop a POT A course via Student Self-Service

February 22

- Deadline for GRAD to drop a POT A course without a grade of W
- Deadline for GRAD to elect credit/no credit for a POT A course or to change from credit/no credit to a regular grade

February 28

- Full payment due for Spring 2019 charges unless on a payment plan. Visit Pay My Bill for more information regarding payment options and due dates.

March 6 (noon) – *tentative*

- Faculty deadline for reporting midterm grades for freshmen

March 8

- **Deadline for UG to drop POT 1 (full semester) course via Student Self-Service without grade of W**
- Deadline for UG to remove incomplete grade from previous semester to prevent change to F grade
- Deadline for UG to file intent to use Campus Grade Replacement option in a POT 1 course
- **Deadline for UG to elect credit/no credit or change credit/no credit to regular grade basis in POT 1 (full semester) course**
- Deadline for UG to withdraw from Spring 2019 semester(drop all courses) without grade of W
- Deadline for LAW students to drop semester course without grade of W
- Deadline for GRAD to drop POT 1 course via Student Self-Service

March 11

- Priority registration Time Tickets (earliest registration times) for Summer and Fall 2019 available on Student Self-Service
- POT B courses begin (non-traditional courses may begin earlier or later)

March 15

- **Deadline for UG to add POT B (2nd 8 week) course**

- Deadline for GRAD to add POT B course via Student Self-Service
- **Deadline for ALL students to drop POT B (2nd 8 week) course for refund if reducing assessment range**

March 16–24

- Spring Break

March 29

- Deadline to withdraw from the University and receive the minimum 40% pro-rata refund

April 1

- Priority registration for Summer and Fall 2019 begins

April 12

- **Deadline for UG to drop POT B (2nd 8 week) course via Student Self-Service without grade of W**
- Deadline for UG to elect credit/no credit or change credit/no credit to regular grade basis in POT B course
- Deadline for UG to file intent to use Campus Grade Replacement option in POT B course
- Deadline for GRAD to drop POT B course via Student Self-Service
- Deadline for GRAD to drop POT 1 course without grade of W
- Deadline for GRAD to elect credit/no credit or change credit/no credit to regular grade basis in POT 1 course
- Last day for GRAD students to withdraw from Spring 2019 semester without grade of W

April 22

- Open registration begins for Summer and Fall 2019

April 26

- Deadline for GRAD to drop POT B course without grade of W
- Deadline for GRAD to elect credit/no credit or change credit/no credit to regular grade basis for POT B course

April 29

- Final grade entry enabled for Instructors in Faculty Self-Service

May 1

- Last day of instruction

May 2

- Reading day (no classes, no final examinations)
- Last day for GRAD to add/drop POT B course without petitioning Graduate College
- Last day for GRAD to add/drop POT 1 course without petitioning Graduate College

May 3–10

- Final examination period

May 11

- Degree conferral and campus-wide commencement

May 17 2:00 PM

- Faculty deadline for reporting grades

May 18

- Students may view final Spring 2019 grades via Student Self-Service