# GRANT WRITING FOR NON-PROFIT AND GOVERNMENTAL ORGANIZATIONS

## REC 460-700     SPRING 2019

## SYLLABUS

Course Number: REC 460-700

Credit Hours: 3

Location: Web based course

Office: N/A

Instructor: Daron Jordan

Office Phone: N/A

Email: daron.jordan@wku.edu

Office Hours: N/A

### *Course Description:*
This on-line course teaches students the processes for planning, developing, writing and managing successful grant proposals and funding requests. Students will utilize a textbook, supplemented by additional materials provided by the instructor, to simulate an actual grant/funding proposal.

### *Course Objectives:*
This course is designed to:
- Teach students how to successfully plan, develop, and write successful grant proposals and funding requests for the needs of non-profit and governmental organizations.
- Provide students with an understanding of the grant review process from a funders/grant reviewer's perspective that will enable students to be proficient grant/funding proposal writers

### *Required Text:*
Successful completion of this course requires that students obtain their own personal copy (available through Amazon.com, ecampus.com, or WKU Bookstore) of the following text:
- O'Neal-McElrath, Tori. Winning Grants Step by Step: The Complete Workbook for Planning, Developing, and Writing Successful Proposals. Fourth Edition. Josey-Bass, 2013.

### *Attendance:*
As this is a web-based course attendance is not tracked.

### *Grading:*
Students will have the opportunity to earn a maximum of 750 total points during the semester with grades based on the Western KY University grading system in place at the start of the course. Grading for this course will be based on the following measurement tools:

- **Exams**
  - o 5 exams given through course of semester worth a possible 30 points each
  - o 150 possible points for exams
- **Assignments**
  - o 11 assignments worth a possible 50 points each
  - o 550 possible points for assignments
- **Final Project**
  - o Grant Reviewer Exercise worth a possible 50 points
  - o Students will review and score a grant proposal

*Make-up/Late Work:*

In the field of grant writing and securing outside funding, through submitted proposals, it is very rare that extensions are granted for missed deadlines. Since this course is designed to prepare you to be successful in obtaining funding through grants and proposals, I will only accept late or missed work for extraordinary circumstances.

Any request for submitting late or missed assignments must be submitted in writing, via email (daron.jordan@wku.edu) **no later than 12 hours prior to the stated deadline for the assignment**. All requests will be decided on a case-by-case basis. Any work that I agree to accept as late will automatically receive a minimum of one letter grade reduction. Exams and the Final Project will not be accepted late.

*Other Important Information Students Should Know:*

- I reserve the right to adjust the syllabus at any time during the semester. Any changes to the syllabus will be provided in writing through a posting to Blackboard. However, it is **YOUR** responsibility to make sure you stay up-to-date as to which syllabus is current.
- All questions or concerns regarding the syllabus need to be addressed directly with the instructor individually and via email provided.
- I do not live in Bowling Green, and I **DO NOT** keep office hours. However, if you wish to discuss something or have a question you may reach me by email (daron.jordan@wku.edu). Any correspondence that I receive during the workweek (Monday – Friday) and between the hours of 9 AM – 5 PM CST I will respond to within 24 hours. Any correspondence received outside of those times will be responded to at a suitable time and within 72 hours.
- I will only use Blackboard and your WKU email address to send electronic correspondence. This is for privacy purposes and will allow for keeping track of correspondences.
- Grades will be tracked throughout the semester and will be posted through Blackboard.
- Since this is an online course, inclement weather will not be an acceptable excuse for missing deadlines. This means that if the University is closed for inclement weather **IT IS STILL YOUR RESPONSIBILITY TO COMPLETE COURSEWORK ON TIME.**

**COURSE SCHEDULE - SUBJECT TO CHANGE AS DEEMED NECESSARY BY INSTRUCTOR**

**Note: Assignments Due on Wednesdays by 4 PM (CST) and Exams on Fridays by Noon (CST)**

| Semester Week # | Dates | Text | Assignment/Exam | Due Date & Time |
|---|---|---|---|---|
| 1 | 1/20 – 1/26 | Intro | Why Will You Earn an "A"? | **1/23 at 4:00 PM (CST)** |
| 2 | 1/27 – 2/2 | Step 1 | **Exam #1** | **2/1 at Noon (CST)** |
| 3 | 2/3 – 2/9 | Step 2 | Write Letter of Inquiry | **2/6 at 4:00 PM (CST)** |
| 4 | 2/10 – 2/16 | Step 3 | Problem Statement | **2/13 at 4:00 PM (CST)** |
| | | | **Exam #2** | **2/15 at Noon (CST)** |
| 5 | 2/17 – 2/23 | Step 4 | Goals & Objectives | **2/20 at 4:00 PM (CST)** |
| 6 | 2/24 – 3/2 | Step 5 | Methods (Strategies) | **2/27 at 4:00 PM (CST)** |
| | | | **Exam #3** | **3/1 at Noon (CST)** |
| 7 | *3/3 – 3/9* | | *SPRING BREAK* | |
| 8 | 3/10 – 3/16 | Step 6 | Evaluation | **3/13 at 4:00 PM (CST)** |
| 9 | 3/17 – 3/23 | Step 7 | Sustainability | **3/20 at 4:00 PM (CST)** |
| | | | **Exam #4** | **3/22 at Noon (CST)** |
| 10 | 3/24 – 3/30 | Step 8 | Program Budget | ----------- |
| 11 | 3/31 – 4/6 | Step 8 | Program Budget (cont.) | **4/3 at 4:00 PM (CST)** |
| 12 | 4/7 – 4/13 | Step 9 | Organizational background | **4/10 at 4:00 PM (CST)** |
| 13 | 4/14 – 4/20 | Step 10 | Proposal Summary | **4/17 at 4:00 PM (CST)** |
| | | | **Exam #5** | **4/19 at Noon (CST)** |
| 14 | 4/21 – 4/27 | Step 11 | Packaging & Cover Letter | **4/24 at 4:00 PM (CST)** |
| 15 | 4/28 – 5/4 | Step 12 | Sustaining Relationships | ---------- |
| | | **FINAL** | You are the Grant Reviewer | **5/3 at Noon (CST)** |
| 16 | | **Finals Week - No Assignments Due** | | |

## *UNIVERSITY PROVIDED INFORMATION*

### *Academic Honesty:*
"Following the procedures of due process, if the WKU Student Code of Conduct is violated, the responsible parties will go through the University's judicial process, which is intended to be a fair and educational experience. Any WKU student may be expelled, suspended, placed on probation or given a lesser sanction for the following causes:
- Dishonesty…Dishonesty, such as cheating, plagiarism, misrepresenting of oneself or an organization, knowingly furnishing false information to the University, or omitting relevant or necessary information to gain a benefit, to injure, or to defraud is prohibited. "

http://www.wku.edu/handbook/2009/index.php?option=com_content&view=article&id=51:code-of-student-conduct&catid=35:student-code&Itemid=54

### *Student Accessibility Resource Center:*
"In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center."

### *Title IX/Discrimination & Harassment:*
Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf and Discrimination and Harassment Policy (#0.2040) at https://wku.edu/policies/hr_policies/2040_discriminiaton_harassment_policy.pdf.

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.

Please note that while you may report an incident of sex/gender-based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

### *Writing Center Assistance:*

The Writing Center has locations in Cherry Hall 123 and in the Commons at Cravens Library on the Bowling Green campus. The Glasgow Writing Center is located in room 163 on the Glasgow campus. The Writing Center also offers online consultations for students who live at a distance or who cannot visit during our operating hours. Our writing tutors have been trained to provide helpful feedback to students at all phases of a writing project: they can help you brainstorm ideas, structure your essay, clarify your purpose, strengthen your support, and edit for clarity and correctness. But they will not revise or edit the paper for you.

See instructions on the website (www.wku.edu/writingcenter) for making online or face-to-face appointments. Or call (270) 745-5719 during our operating hours (also listed on our website) for help scheduling an appointment. More information about the Glasgow Writing Center hours can be found at the website: http://wku.edu/startcenter/writingcenter.php

### *Student Athletes:*

If you belong to a WKU athletic team travel for games is not an acceptable excuse for missing deadlines. All assignments and test are posted at least one week prior to their deadlines. This provides you with sufficient time to complete assignments and tests on time. You are responsible for turning in any assignments that may be due during your absence before you leave unless other arrangements have been made with the instructor. This principle applies to other students required to miss class as well.

### *The Learning Center (TLC):*

The mission of TLC is to promote student success, enhance student performance, and increase student retention at Western Kentucky University. TLC helps students enhance their academic performance and sharpen their skills to be successful Western Kentucky University graduates. TLC offers free tutoring to all WKU students as well as PASS (group tutoring) for select classes. Peer tutors are certified through the College Reading & Learning Association (CRLA).

**Campus Address:**
Downing Student Union (DSU)
DSU 2141 and DSU Study Lounge (DSU 1082)

**Email:**  tlc@wku.edu
**Phone:**
DSU 2141 - (270) 745-5065
DSU Study Lounge (DSU 1082) - (270) 745-5816