

FACS 511-007
Grant Writing for Child and Family Programs
Spring 2022

Instructor: Dr. Doris Sikora (e-mail address: sikoraonline@gmail.com)

Office Hours via email M - Th 8:30 - 10:00.

Required Textbook:

Karsh, E. & Fox, A.S. (2014). *The Only Grant-Writing Book you'll ever need 4th ed.* Basic Books, New York, NY

COURSE DESCRIPTION: Introduce and provide students with the background necessary to develop a funding proposal. The grant writing process and how to manage the award will be explored.

COURSE OBJECTIVES/OUTCOMES:

As a result of the course, students will demonstrate their ability to:

- Create a grant application
- Conduct a search for funding sources
- Recognize the general characteristics of a winning grant proposal
- Write for a competitive grant proposal
- Prepare a budget appropriate for supporting a project
- Demonstrate an understanding of how to successfully manage a grant award

COURSE REQUIREMENTS:

1. Text readings & misc. assignments
2. Paper - Grant Proposal

COURSE POLICIES:

1. **Class Participation:** Class attendance is impossible to take in an online course but *active participation* is paramount!! Class participation through the discussion board can sometimes be an important part of the learning experience. Therefore I will open a couple of discussion boards - one for introductions and the other to be used to help each other throughout the course. Participation in the Introduction Discussion Board accounts for part of your grade. There will be further instructions concerning the discussions in the assignment folder.

2. **Student Responsibility:** You are responsible for all notes, handouts, and material presented online and for reading the text. All assignments are due at the designated time. Assignments and projects will always be due at midnight (central time) on the designated

day. There is a 5% point penalty for late work turned in or posted after the due date. **NO WORK IS ACCEPTED AFTER TWO DAYS BEYOND THE DUE DATE.**

3. Americans with Disabilities Act Policy: It is the policy of Western Kentucky University to afford equal opportunity in education to qualified students. "Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services. The OFSDS telephone number is (270) 745-5004 V/TDD. Please **DO NOT** request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services."

4. Course Success: There are a number of things you need to pay close attention to in order for you to be successful in the course. They include:

- ✓ To be successful in this course you must be dedicated to get online at least 2-3 times a week and more often in the summer sessions. The assignments and activities will be in the assignment folder.
- ✓ Every assignment will be due by **Sunday midnight** (central time) of the corresponding week or as noted in the course schedule for the summer session.
- ✓ All assignments **must** be word processed in either Microsoft Word or saved as Rich Text Format. Most assignments will be turned in via blackboard in the assignment folder.
- ✓ All e-mails concerning the course must be sent to sikoraonline@gmail.com.
- ✓ **I will not open or accept emails sent to my WKU email account!!!!**

5. Academic Dishonesty: Plagiarism, or using the work of another person and submitting it as your own, is strictly forbidden. This will conclude in an "F" for the course and report of the offense. Site your sources!

6. Grading Procedures: Points are cumulative and translate to the scale below:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = Below 60

Tentative Course Schedule

Jan 18 - 28	Introduction: Discussion Board & Information form - Due by midnight Sunday Jan 30th.
Jan 31 - Feb 18	Module I: Getting Started - Due by midnight Sunday Feb 20th.

Feb 21 - April 1	<p>Module II: The ABC's of Writing the Proposal</p> <p>There are 6 major components to the proposal and I am suggesting that you space out your time in the six weeks to submit each one for its critique. You may submit them any time, this is just a guideline for dates:</p> <p>Qualifications - Feb 25th</p> <p>Narrative - March 4th</p> <p>Budget - March 11th</p> <p>Cover Letter OR Cover Sheet - March 25th</p> <p>Conclusion & Appendices - April 1st</p> <p>**Please note that these are not in the same order as they will be in the final proposal. This just seemed logical to me. You may submit them in any order - just be sure you submit them at least once during this module's timeframe so I have time to critique them and get them back to you! Don't wait until the last week when the final proposal is due or you will not receive feedback.</p>
April 4 - April 29	<p>Module III: After the Proposal... Then What?</p> <p>Completed Proposal - Due by midnight April 24th</p> <p>Course Evaluation - Due by midnight Thursday April 28th.</p>
May 2 - 5	Finals week - No final