I. Catalog Description and Credit Hours of Course:

Provide in-depth study on grant writing including researching sources for funding, developing needs assessment and budget, writing program narrative, and obtaining letters of support. (3)

II. Prerequisite(s):

Graduate standing.

III. Purposes or Objectives of the Course:

The student will:

A. Analyze and evaluate which funding sources are appropriate for the particular needs of their school district or setting,

B. Analyze and evaluate why various grants have been successfully funded while others are rejected,

C. Research current literature to become aware of the issues and ideas that support the topic of the grant. Gather statistics that will substantiate the needs being established in the grant,

D. Develop surveys that will be used with the needs assessment portion of the grant,

E. Develop measurable objectives that are compatible with grant requirements and needs,

F. Develop activities that support and match needs and objectives,

G. Realize potential sources of partners in the grant writing process and seek their input and support as partners for the grant,

H. Determine administrator support and survey the national and state standards in the field(s) covered in the grant,

I. Prepare a budget with all details supported with letters of support if matching funds are part of the grant process, and

J. Gather a team of experts to evaluate the final copy before submission, checking due dates, timeline and budget proposal.

IV. Expectations of Students:

A. The learner will complete all oral assignments and actively participate in class activities, projects and discussions.
B. The learner will accomplish thoughtful, critical analyses of the assigned reading and research material.

C. The learner will complete all written research assignments and complete a grant that is acceptable for submission to the funding source.

V. Course Content or Outline:

A. Sources to find appropriate avenues of funding that will meet the needs of the writer and the school district represented will be presented. Students will be trained in how to utilize technology in their search.

B. Variety of funded and non-funded grants will be examined to determine the criteria that are common among funded grants.

C. Sources, guidelines, and examples of how to successfully write the literature review of the section of a grant will be developed.

D. Questionnaires, surveys, and anecdotal records will be studied prior to the development of the instrument that will be used for needs assessment. The assessment tool will be administered and evaluated in preparation for inclusion in the grant.

E. Measurable objectives will be studied and written that are compatible with the grant requirements and match the stated needs.

F. Various activities that are appropriate for the needs and objectives will be formulated.

G. Partners for the grant writing process will be examined. The ramifications of what each partner can bring as support to the grant will also be examined.

H. National and state standards, current trends, and local political climate will be researched and the support of each of these elements will be sought when appropriate for the grant.

I. Budget requirements, restraints and existing policies will be analyzed prior to preparation of the grant.

J. A panel of experts will examine the grants written by the students and critique them prior to the final submission where all details will be reexamined, reevaluated and rewritten prior to the submission date for final approval of the grant.

VI. Textbook(s) and/or Other Required Materials or Equipment:


VII. Basis for Student Evaluation:

Evaluation will be based upon the knowledge demonstrated on written assignments, projects, active participation, and the successful completion of a grant proposal.

Locating funding source and review of supporting literature 20%

Needs assessment tool developed and administered or supportive assessment documentation compiled 20%
Objectives and activities developed to match needs 20%
Realistic comprehensive budget submitted 20%
Timeline and all necessary approval documentation 15%
Feasible, accurate and complete proposal, meeting grant timeline 5%

VIII. Knowledge Base:


