

Department of

CSUS 433
GRANTWRITING & FUND DEVELOPMENT
Course Syllabus
Spring 2020
Monday and Wednesday, 3:00 – 4:20 PM
A149 Plant and Soil Science Building

Instructor

Matt R. Raven, Professor
310A Natural Resources
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Dr. Raven's Office Hours: Tuesday 3:00 PM – 5:00 PM or immediately after class or by appointment.

COURSE DESCRIPTION: Theoretical and practical background for proposal writing. Program and strategic planning. Fund-raising and organizational advancement. Special emphasis will be given to topics of social science and business techniques used to approach prospective grantors. In addition, aspects of fund development work in a variety of organizational environments, including non-profit, universities, government, and business, will be learned.

Learning Outcomes

Students will be able to:

- Assess a RFA/RFP to ascertain the granting agency's ethos and funding priorities
- Evaluate a grant proposal in response to a RFA and evaluate its strengths and weaknesses and potential for success
- Identify individual or organizational needs and locate appropriate granting agencies or funding sources congruent with those needs
- Summarize the basic elements and principles of a successful grant proposal
- Use the language, terms and vocabulary of a grantor, grantee, and grant writer.
- Incorporate revisions into their writing in response to instructor and peer feedback
- Translate principles of participatory leadership into group work around a common goal
- Develop a grant proposal in collaboration with a community agency in response to an organizational or programmatic need
- Integrate communication and information technology skills into proposal development

These course outcomes support the Department of Community Sustainability undergraduate program competencies of:

Critical Thinking: Students will interpret, analyze and evaluate information generated by observation, experience, reflection, reasoning, and communication as a guide to formulate and defend responses to complex sustainability problems. (Accomplished Level)

Boundary-crossing: Students will identify their own assumptions and biases, recognize new perspectives, and demonstrate the ability to collaborate with individuals and groups whose norms, assumptions and biases are different from their own. (Accomplished Level)

Civic Engagement: Students will develop the knowledge, skills, values, and motivation to participate in civic life. (Accomplished Level)

Community: Students will demonstrate knowledge of the various interpretations of community as it relates to the study and practice of sustainability. (Accomplished Level)

Initiative and Practical Skills: Students will demonstrate initiative, including the ability to self-direct and solve problems individually and as participants in larger group efforts. (Accomplished Level)

Leadership: Students will develop, demonstrate and evaluate leadership practices that contribute to sustainability. (Competent Level)

In addition, this course supports Michigan State University's Undergraduate Learning Goals of Analytical Thinking, Effective Citizenship, Effective Communication, and Integrated Reasoning. Students can learn more about the Department of Community Sustainability undergraduate program competencies at www.csus.msu.edu. More information about MSU's Undergraduate Learning Goals is available at undergrad.msu.edu/msu-goals.

Course Materials

On-line Class Materials Available on D2L

Required Text

The Only Grant-Writing Book You'll Ever Need (5th Edition), Ellen Karsh and Arlen Sue Fox. Available from Amazon in paperback for \$15.69 or as an eBook from Kindle for \$16.99. (OGWB)

OTHER RESOURCES:

Coley, Soraya M. and Scheinberg, Cynthia A. (2008). *Proposal Writing: Effective Grantsmanship*. Thousand Oaks, CA: Sage.

Friendland, Andrew J. and Folt, Carol L. (2000). *Writing Successful Science Proposals*. New Haven, CT: Yale University Press.

Yang, Otto O. (2007). *Guide to Effective Grant Writing: How to Write an Effective NIH Grant Application*. New York City: NY, Springer. www.guidetograntsplus.com

Projected Class Schedule¹

Week 1 – Part I Pre-Requisites – Getting Ready to Write

Class 1 – January 6, 2020 – Introducing the Class, Writing Grants for Community Action (OGWB Roundtable: Grantsmanship and the Economy p. xix)

Class 2 – January 8, 2020 – CLASS DOES NOT MEET – Look at materials on D2L on Differing Between Charity and Philanthropy; identify a topic/issue you would want to develop a proposal around (Read OGWB Lesson 1)

Week 2

Class 3 – January 13, 2020 – Forming Groups Around Community Organizations

Class 4 – January 15, 2020 – Identifying Funding Agencies and Opportunities (Local, State, National, International) (OGWB Lesson 2)

Week 3

Martin Luther King Holiday – January 20, 2020

Class 5 – January 22, 2020 – ICE #1– Locating RFA’s (OGWB Appendix 5 & 6 [Reference for Class])

Week 4

Class 6 – January 27, 2020 – Getting to Know Funding Agencies (OGWB Funders Roundtable I)

Class 7 – January 29, 2020 – ICE #2– Writing a Letter of Inquiry (LOI) (OGWB Appendix 4 [Reference for class] & Glossary)

Week 5

Class 8 – February 3, 2020 – Analyzing RFAs/RFPs (OGWB Lesson 3)

Class 9 – February 5, 2020 – ICE #3 – Analyzing a RFA (continued)

Week 6

Class 10 – February 10, 2020 – Planning for a Successful Proposal (OGWB Lesson 4, 5 & 6)

Class 11 – February 12, 2020 – ICE #4 – Creating a Proposal Schedule

Week 7

Class 12 – February 17, 2020 – What is a Logic Model? (D2L Materials)

Class 13 – February 19, 2020 – ICE #5 – Developing a Logic Model

¹ Topics or dates may change due to availability of resources

Week 8 – Part II Writing the Proposal

Class 14 – February 24, 2020 – Writing a Proposal (OGWB Lessons 7, 8 & 9)

Class 15 – February 26, 2020 – ICE #6 – Evaluating a Proposal

March 2 – 6, 2020 – SPRING BREAK

Week 9

Class 16 – March 9, 2020 – Developing Budgets (OGWB Lesson 12)

Class 17 – March 11, 2020 – ICE #7 – Constructing a Budget – Excel Basics

Week 10

Class 18 – March 16, 2020 – Designing an Evaluation Plan (OGWB Lesson 11)

Class 19 – March 18, 2020 – ICE #8 – Constructing the Budget & Budget Narrative

Week 11

Class 20 – March 23, 2020 – Pulling it All Together (OGWB Lesson 15)

Class 21 – March 25, 2020 – Using Technology Effectively (30 minutes Group Time)

Week 12

Class 22 – March 30, 2020 – Managing Partnerships and Coalitions (OGWB Lesson 10)

Class 23 – April 1, 2020 – What is a MOU? (30 minutes Group Time)

Week 13 – Part III Managing and Administering the Grant

Class 24 – April 6, 2020 – What is Meant by Sustainability? (OGWB Lesson 13)

Class 25 – April 8, 2020 – Managing Communications with Funders (OGWB Lessons 17) (30 minutes Group Time)

Week 14

Class 26 – April 13, 2020 – What is Crowd-Based Fundraising? (OGWB Round Table II)

Class 27 – April 15, 2020 – Managing and Administering a Grant (OGWB Round Table III)

Week 15

Class 28 – April 20, 2020 – Group Proposal Presentations

Class 29 – April 22, 2020 – Group Proposal Presentations

Week 16

Class 30 – April 29, 2020 – Final (5:45 – 7:45 PM)

Assignments

In Class Exercises (400 points)

There will be eight in class exercises (50 points each) that will be either partially or entirely conducted during class. These assignments will build upon readings and class lectures in the development of specific skills needed to develop a funding proposal. The topics of these assignments are:

1. Locating RFA/RFPs
2. Writing a Letter of Inquiry (LOI)
3. Analyzing RFA/RFPs
4. Creating a Proposal Schedule
5. Evaluating Proposals
6. Developing a Logic Model for the Project
7. Excel Basics
8. Constructing a Proposal Budget

Proposal (250 points)

The major deliverable for this class is a funding proposal ready for submission. These proposals will be developed in conjunction with a community agency and be directed to an actual funding organization. Students will self-select into teams of 3-5 members. These writing teams (with the assistance of the instructor) will identify a community agency to work with in identifying a funding need and then developing a funding proposal that will be submitted to an appropriate funding agency. The proposal will undergo revisions based on feedback from the community organization, instructor and peers. Evaluation of the proposal will include instructor (80%), peer (12%) and self (8%). The proposal is due April 29, 2020 at the beginning of the Final in PDF format.

Proposal Update (50 points)

Writing teams will turn in a Proposal Update on February 12, 2020 at the beginning of class.

Self Reflection (100 points)

Each member of the proposal writing team will also write a self-reflection of the proposal writing process. Due at beginning of class on April 22, 2020.

Final (200 points)

There will be a comprehensive final on the scheduled exam day (April 29, 2020 from 5:45 PM to 7:45 PM). The final will be open note, open book. Any resource other than another person (no texting, chatting, talking, emailing, etc.) is allowed.

Assessment

Assignments will be turned in electronically via the appropriate D2L dropbox. The Final will be written during the scheduled time. More than one application (e.g. a Web browser, Microsoft Word, Prezi, Adobe Acrobat, Excel, etc.) may be needed for a given assignment.

Assignment – Point Values²

In-Class Assignments (8 @ 50 pts.) ³	400
Proposal Update	50
Self Reflection - Proposal	100
Proposal	250
Final	200
Total	1000

Grading Scale

<u>Grade</u>	<u>Points</u>
4.0	1000 – 920
3.5	919 – 860
3.0	859 – 820
2.5	819 – 750
2.0	749 – 700
1.5	699 – 650
1.0	649 – 600
0	< 600

Important Dates

January 10	Open Adds End
January 20	Martin Luther King Holiday
January 31	Last Day to Drop w/ 100% refund and no grade reported (8:00 PM)
February 26	Last Day to Drop w/ no refund and no grade reported (8:00 PM)
March 2 - 6	Spring Break
April 29	Final (5:45 – 7:45 PM)

Turnitin.com

Consistent with MSU's efforts to enhance student learning, foster honesty, and maintain integrity in our academic processes, instructors may use a tool called Turnitin to compare a student's work with multiple sources. The tool compares each student's work with an extensive database of prior publications and papers, providing links to possible matches and a 'similarity score'. The tool does not determine whether plagiarism has occurred or not. Instead, the instructor must make a complete assessment and judge the originality of the student's work. All submissions to this course may be checked using this tool. **Students should submit papers to Turnitin Dropboxes without identifying information included in the paper (e.g. name or student number).** The system will automatically show this info to faculty in your course when viewing the submission, but the information will not be retained by Turnitin.

² 10% deduction for each business day late

Accommodations

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities at 517-884-RCPD or on the web at rcpd.msu.edu. Once your eligibility for an accommodation has been determined, you will be issued a verified individual services accommodation ("RISA") form. Please present this form to Dr. Raven at the start of the term and/or two weeks prior to the accommodation date (test, project, etc.). Requests received after this date will be honored whenever possible.

Drops and Adds

The last day to add this course is the end of the first week of classes. The last day to drop this course with a 100 percent refund and no grade reported is January 31. The last day to drop this course with no refund and no grade reported is February 26. You should immediately make a copy of your amended schedule to verify you have added or dropped this course.

Commercialized Lecture Notes

Commercialization of lecture notes and university-provided course materials is not permitted in this course.

Attendance

Students whose names do not appear on the official class list for this course may not attend this class. Students who fail to attend the first four class sessions or class by the fifth day of the semester, whichever occurs first, may be dropped from the course. This course follows the General University Attendance Policy.

Internet

Some professional journals will not consider a submission for publication if the article has appeared on the Internet. Please notify your instructor in writing if you do not want your course papers posted to the course Web site

Disruptive Behavior

Article 2.III.B.4 of the Academic Freedom Report (AFR) for students at Michigan State University states: "The student's behavior in the classroom shall be conducive to the teaching and learning process for all concerned." Article 2.III.B.10 of the AFR states that "The student has a right to scholarly relationships with faculty based on mutual trust and civility." General Student Regulation 5.02 states: "No student shall . . . interfere with the functions and services of the University (for example, but not limited to, classes . . .) such that the function or service is obstructed or disrupted. Students whose conduct adversely affects the learning environment in this classroom may be subject to disciplinary action through the Student Faculty Judiciary process.

Campus Emergencies

If an emergency arises in this classroom, building or vicinity, your instructor will inform you of actions to follow to enhance your safety. As a student in this class, you are responsible for knowing the location of the nearest emergency evacuation route or shelter. These directions appear on the maps posted on the walls throughout this building. If police or university officials order us to evacuate the classroom or building, follow the posted emergency route in an orderly manner and assist those who might need help in reaching a barrier-free exit or shelter. To receive emergency messages, set your cellular phones on silent mode when you enter this classroom. If you observe or receive an emergency alert, immediately and calmly inform your instructor. (See also www.alert.msu.edu.)

E-Learning Policies

Information technologies such as D2L and email are widely used in this class. As a result there are some additional policies that need to be understood.

- Students should visit the course's D2L site on a regular basis (at the minimum the day before and day of class).
- Students should check their email daily (all class email is sent to the student's official MSU email account).
- All assignments submitted electronically, either via dropbox or email, should be free of any viruses and/or worms. Any infected file or media that is submitted will receive a zero (0) for that assignment.
- This course recognizes the students' right to privacy and adheres to the Family Educational Rights and Privacy Act (FERPA).
- Students need to review the university policy "Acceptable Use of Computing Systems, Software, and the University Digital Network" at <http://lct.msu.edu/guidelines-policies/aup/>.
- Excessive emails make an unreasonable time demands on both sender and recipient. Please ensure you have a legitimate need before you write.
- Dr. Raven will answer email about:
 - Questions arising from difficulty in understanding course content.
 - Requests for feedback about graded assignments.
 - Private issues appropriate for discussion within the teacher-student relationship.
- Dr. Raven will NOT answer email which:
 - Poses questions answered in the course information sections of the course D2L site
 - Poses questions answered in the course syllabus.
 - Lacks a subject line clearly stating the purpose of the email and the course number (CSUS 433).
 - Lacks appropriate greeting, grammar, and signature
- Dr. Raven will make every effort to answer email received on a given day no later than close of work on the next workday.

- The Web site tech.msu.edu provides a number of information technology resources for students.
- You are responsible for the operation of any personally owned computers you use on or off campus. A malfunctioning computer system is NOT a valid excuse for submitting late work.
- Students are expected to have a high degree of self-motivation and self-direction in this class and develop the needed technology skills to excel in this class and in life.

Academic Misconduct

Article 2.III.B.2 of the Academic Freedom Report states that "The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards." In addition, the CARRS Department adheres to the policies on academic honesty as specified in General Student Regulations 1.0, Protection of Scholarship and Grades; the all-University Policy on Integrity of Scholarship and Grades; and Ordinance 17.00, Examinations. (See Spartan Life: Student Handbook and Resource Guide and/or the MSU Web site: www.msu.edu.)

Therefore, unless authorized by your instructor, you are expected to complete all course assignments, including homework, lab work, quizzes, tests and exams, without assistance from any source. You are expected to develop original work for this course; therefore, you may not submit course work you completed for another course to satisfy the requirements for this course. Also, you are not authorized to use the www.allmsu.com Web site to complete any course work in CSUS 433. Students who violate MSU academic integrity rules may receive a penalty grade, including a failing grade on the assignment or in the course. Contact your instructor if you are unsure about the appropriateness of your course work. (See also <http://www.msu.edu/unit/ombud/dishonestyFAQ.html>). **There will be no warnings – the maximum sanction allowed under University policy will occur on the first offense.** Turnitin.com will be used for all written assignments.