Southern Illinois University  
Department of Political Science  
Master of Public Administration Program

POLS 532: Nonprofit and Public Grant Writing  
Term: Spring 2016

Contact Information:

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Course Description:

This course offers students examines the theories, skills and practices for writing grants for nonprofit and public organizations. And it will provide students an to test what they have learned by actually preparing grants for actual nonprofit and public organizations.

Additionally, the course is designed to help further develop the following competencies:

1. Managing nonprofit or public organizations in the resource development area.
2. Understanding the role of resource development for public and nonprofit organizations.
3. Being able to analyze, synthesize, think critically, solve problems and make decisions as managers.
4. Understand the role of service in American life,
5. Being a better communicator with a diverse and changing workforce.
**Required Texts:**


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**Course Requirements and Grading Policy:**

**Design of the Class:**

The class is designed in four modules. Each module will be assigned a given time period with all the assignments being due in that time period. Module 1 will begin at 12 AM on January 19, a Tuesday, and will run through an assigned date which will be a Monday. All remaining module time periods will also run from 12 AM on Tuesday to 11:59 PM the final Monday.

A calendar is included in this syllabus which has all work designed in this manner. A student may begin work on a segment as one may choose, BUT THE DEADLINES ARE EXACT. Be sure to finish the assigned work by the time required or it will not be accepted.

The class is designed in a “hybrid” format. This means that material will be assigned for each module that students will complete outside of the classroom. This material will include recorded lectures, videos and readings, including the textbook. Students will work through this material in an assigned time frame.

At a point in each Module time frame, the class will meet as a whole via the internet to work with the material that students will listen to or read. These classes will be to develop understanding of the material. In short, students will gather information assigned and then will meet as a group to work toward fuller understanding of that material.

The classes for which attendance is required are as follows: Tuesday, January 26, 6 PM (Introduction to and details of the class); Tuesday, February 2, 6 PM, (Module 1); Tuesday, February 22 (Module 2); Tuesday, March 8 (Module 3); Tuesday, March 29 (Module 4); Tuesday, May 3 (Presentation of Final Projects). These classes will meet on the internet via ZOOM. Instructions will be sent to students on how to get this software.
For each of these class sessions that deal with one of the four Modules, students will prepare for class by making sure they are ready to participate by having the material ready and the reading/listening report turned in by the deadline on the Monday night before the class.

Being prepared for and participating fully in the classes will earn a class participation grade of 50 points per class or a total of 250 points.

Reading and Listening:

The course is divided into four modules. Each module has a reading and maybe a listening assignment. On the due date, the student will submit a reading/listening report via Desire2Learn (D2L).

Each reading/listening assignment will be placed in the report in proper APA style. Then the student will summarize the all the assigned lectures, readings, and videos; note particular things learned and any questions; and put a reference list at the end of the report with a citation for each item reviewed. Use Purdue OWL for a source for the proper way to do a citation.

The four reading/listening reports are worth 100 points each and will together be worth 400 points.

Professional Development:

Each student will attend one seminar, workshop or other professional development event during the semester. Any event offered by the Public Administration department or the Paul Simon Public Policy Institute will count. If you do not live near Carbondale, look for a local event or attend a session of the local city council or county board of supervisors. If you want to attend another event, please send the professor an email to be sure the event will fit the requirement. After attending, the student will write a summary and short critique of the event and submit it via D2L. This will count 100 points.

Concept Exam

There is a need to be conversant with terms and concepts if one is going to be proficient in any form of fundraising, especially grant writing. After the Module 4 class, there will be one exam over terms and concepts. This will be a take home exam and the student will have one week to complete it. The exam will be worth 150 points.
Grant Proposal Writing Project:

The Grant Writing Project is to develop a proposal for a grant for a nonprofit or a public agency. The objective is to lay out the sources and proposal for a grant that can be given to a nonprofit or a public agency to that that organization can actually apply for the grant.

The Grant Proposal Writing Project will be divided into stages as follows (note: each stage report will be worth 100 points, the presentation on May 3 will be 100 points and the final draft will be 400 points for a total of 1000 points for the entire project)

1. Stage 1--At the start of the course, the student will decide what kind of agency the student would like to work with and get the approval of the professor for the choice. If you live near Carbondale, the professor has enlisted the help of some local nonprofits and public agencies that can be used. But if you live away from Carbondale, the professor will guide the student in making contacts for the assigned project. On Tuesday, February 9 by 11:59 PM, the student will turn into D2L the Stage 1 report with the following information—Section One: Executive Summary of the Grant Proposal Writing Project.

2. Stage 2—On Tuesday, March 1 by 11:59 PM submit a Stage 2 report to D2L with the following information: Sections Two, Three and Nine of the Grant Proposal Writing Project. For Section Nine, Part 3 is not required for this Stage 2 Report.

3. Stage 3—On Tuesday, March 15 submit a Stage 3 report to D2L with the following information: Sections Five and Six of the Grant Proposal Writing Project.

4. Stage 4—On Tuesday, April 5 submit a Stage 4 report to D2L with the following information: Sections Seven and Eight of the Grant Proposal Writing Project.

5. Stage 5—On Tuesday, April 26, via email submit a draft of the entire Grant Proposal Writing Project. This draft will be edited and returned to the student by Thursday, April 28. Any concerns will be addressed and corrected so that the final draft can be submitted via email no later than 11:59 PM on May 10. The student will make a presentation of the student’s grant application at the final class on May 3 at 6 PM.

Format for the final draft of the Grant Proposal Writing Project:

Requirements:
  a. Type in 12 point type (Times New Roman or similar) with one inch margins on all sides.
  b. Number the pages.
c. Submit electronically to the professor. For the agency, submit a copy electronically and one copy on paper.
d. Writing will be judged along with the content of the proposal.

Section One: Executive Summary
a. Application date (use date draft is due)
b. Organization name and contact information (full address, including mailing address if different, telephone number and website).
c. Federal tax-exempt number
d. Name, title, telephone number and email address of CEO or executive director or the equivalent.
e. Name, title, telephone number and email address of contact person for this proposal (if different)
f. Dollar amount of the funding request.
g. Total current organization budget.
h. Organization’s fiscal year (beginning date and end date)
i. Period this funding request will cover.
j. Purpose of this funding request, including brief description of the population and number of individuals served, and geographic area(s) that will benefit. This can be called the abstract or the summary.

Section Two: Needs Statement
a. What is the problem to be addressed by the grant?
b. What is the proposed solution?
c. What happens if this need is not addressed?
d. What is the gap between what is and what ought to be?
e. Why is it necessary to solve the problem now?
f. Make arguments for solving this problem using one or more of the following: key informants (experts); community input or testimony at a public meeting; case studies or real examples of the need; statistical data; survey data; studies such as articles or research reports.
g. At the end of the Needs Statement put a summary with the problem, how you plan to solve the problem (the goal).

Section Three: Goals, Objectives and Evaluation (1-3 pages)
a. Restate the goal.
b. List 2-3 objectives that will be accomplished.
c. How will these objectives be achieved, measured, and observed?
d. How will this work be evaluated? Include any staff hours, supplies, or consulting that may be needed to do this evaluation.

Section Four: Narrative
a. Briefly describe the organization’s history, mission, and goals.
b. Briefly describe the role of the organization’s board of directors or its equivalent, including how the board carries out its responsibilities for financial and programmatic oversight and fundraising.

c. Briefly describe current activities, recent accomplishments, and future plans.

d. Briefly describe how the population being served is involved in the work of the organization.

e. Briefly describe the most significant collaborations and partnerships with other entities in the same field or geographic area.

f. What are the results expected to be achieved during the grant period?

Section Five: Resource Requirements

a. The number and level of people involved in the project (include consultants, volunteers, board members and the like. How much time will be required of these?

b. Materials and equipment needed for the proposed project.

c. Any space needed and how that will be acquired.

d. Are there any contracted services needed?

e. How much travel will be required for staff or participants and how is it proposed to assist in this?

Section Six: Time and Task

a. Identify 3-5 major milestones along with evidence needed to show that milestone has been achieved.

b. Put a proposed time for the accomplishment of these milestones.

Section Seven: Budget

a. Prepare a budget including all anticipated costs for the project. Note that all costs may not be covered by the grant, but will be required to carry out the project.

b. Use the following outline to prepare the actual budget.

1. Personnel
   a) Salaries and wages
   b) Fringe benefits
   c) Consultants/Honoraria

2. Space and Facilities
   a) Rental/purchase/renovation
   b) Utilities and maintenance costs

3. Equipment (include specifications)
   a) Purchase or rental?
   b) Contract costs (computer time, online searching, communication and the like)
   c) Software
   d) Maintenance contract or internal costs
4. Travel (project staff and/or consultants)
   a) Transportation or mileage
   b) Per Diem
5. Materials
   a) Office supplies
   b) Special materials
6. Communication
   a) Postage
   b) Telephone/Fax
   c) Printing and duplicating
   d) Artwork/graphics
7. Other

Section Eight: Budget Notes
1. If equipment is being purchased, put the justification here.
2. Explain anything in the budget that is not obvious.
3. If the expenses in the budget are greater than the grant, explain how the remaining costs will be covered.

Section Nine: Grant Sources
1. Include at least four possible sources for the grant. Include private and public sources.
2. For each source put complete contact information like was given for the organization in section one, requirements for submitting a grant.
3. Write a letter of inquiry for each of the proposed sources following the requirements from the source.

Survey:

At the end of the course, each student is asked to fill out two surveys that can be found in D2L in the same drop down as Dropbox/Assignments. These are anonymous surveys so each student is asked to self-report in Dropbox/Assignments in D2L that the surveys were completed. Students who self-reporting will receive a 50 point bonus for the course.

Course & Instructor Policies

Basic Guide to Class Interaction
1. No one, not even the professor, has a monopoly on understanding the topic at hand.
2. This means that we need to listen to one another and appreciate the contribution of each to our growing understanding of the topic.
3. We must assume that each of us operates from a position of integrity. We respect that however unusual an opinion may be.
4. All of us have biases and should be able to be open about those biases as simple differences in the way we view a topic.
5. We accept one another’s differences while understanding that the differences are important and should not be ignored or treated as if they did not matter.
6. We may end the course still disagreeing about particular points of view, but that should not ever get in the way of developing an appropriate working relationship.
7. If there are issues that get in the way of developing an appropriate working relationship, these should be dealt with open, honestly and appropriately.

Class Attendance & Expectations

POLS 532 is a graduate course. Students are expected to complete reading assignments before class time, deliver Master’s level work, be prepared to discuss readings substantially, arrive punctually, and attend class every session. There will be no time allowed for in-class reading. Class discussions and participation are an important component of the course because they improve your ability to apply and understand the material, rather than simply memorize it. As such, class time will be divided between lectures, discussing alternative perspectives to develop understandings of the course material, interactive exercises, and student interaction.

Make-up Assignments

No make-up assignments will be allowed. All assignments are included in this syllabus and it is expected that you will plan so that you care for any contingencies. The rule applies whether you miss delivering your work for personal reasons, academic reasons or sanctioned school events. Any missing work will result in a score of 0 points for the assignment. Learn not to wait until the last minute.

Late Work
Extensions for assignments are not permitted.

Academic Integrity

The instructor expects from students a high level of responsibility and academic honesty. Scholastic dishonesty includes, but is not limited to, the submission as one’s own work of material that is not one’s own. As a general rule, scholastic dishonesty involves one of the following acts: cheating,
plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university’s policy on plagiarism.

Email Use and Other Electronic Communication

Recognizing the value and efficiency of communication between faculty/staff and students, communications will be established through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. **All official student email correspondence will be sent only to a student’s SIU email address or by the student to the professor’s SIU email address.** This allows the instructor and the students to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. SIU furnishes each student with a free email account.

Electronic communication through email and Blackboard will be a part of this class. Announcements about the use of Blackboard will be made as needed. Syllabus and PowerPoint presentations will be posted on Blackboard after the class in which it is presented.

Should an emergency arise announcements will be sent by email and posted on Desire2Learn.

Withdrawal from Class—see attachment
Incomplete Grade Policy—see attachment
Disability Services—see attachment
Emergency Procedures—see attachment

Assignments and Course Calendar

Module 1: Developing the Proposal Idea—January 19-February 2:
Introduction Class, Tuesday, January 26 Overview of Course

For assignments see the Module 1 Reading/Listening Guide

Module 1 Reading/Listening Report due by 11:59 PM on Monday, February 1
Module 1 Class, Tuesday, February 2: Interactive Class dealing with lecture, reading and listening material for Module 1.

Module 2: The Basics of the Proposal—February 3-23:

For assignments see the Module 2 Reading/Listening Guide

**Stage 1 Report due by 11:59 PM on Tuesday, February 9.**

Module 2 Reading/Listening Report due by 11:59 PM on Monday, February 22.
Module 2 Class, February 23: Interactive Class dealing with lecture, reading and listening material for Module 2.

Module 3: The Budget—February 24-March 8:

For assignments see the Module 3 Reading/Listening Guide

**Stage 2 Report due by 11:59 PM on Tuesday, March 1**

Module 3 Reading/Listening Report due by 11:59 PM on Monday, March 7.

Module 3 Class, Tuesday, March 8: Interactive Class dealing with lecture, reading and listening material for Module 2.

Module 4: Writing and Submitting the Proposal—March 9-May 3:

For assignments see the Module 4 Reading/Listening Guide

**Stage 3 Report due by 11:59 PM on Monday, March 15.**

Module 4 Reading/Listening Report due by 11:59 PM on Monday, March 28.

Class, March 29: Interactive Class dealing with lecture, reading and listening material for Module 4.

Concept Exam will be posted after class on March 29 and will be due by 11:59 PM on Tuesday, April 5.

**Stage 4 Report due by 11:59 PM on Tuesday, April 5.**
Stage 5, 1\textsuperscript{st} Part--Draft of the Project due via email by 11:59 PM on Tuesday, April 26.

Final Class, May 3. Presentations of Projects

\textbf{Final Requirements—May 4-10:}

\textbf{Stage 5 2\textsuperscript{nd} Part--Final Draft of the Project due via email by 11:59 PM on Tuesday, May 10.}

Complete survey in D2L and self-report by Tuesday, May 10 at 11:59 PM.