

Office of Partnerships and Grant Services

8- Week Extensive Grantwriting Class

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I. COURSE OVERVIEW

An important organizational function is acquiring resources to sustain and grow critical programs. This proposal writing course is designed to provide individuals with the knowledge and skills necessary to successfully complete and submit a proposal for either a grant or contract. These skills include the ability to identify funding sources, to critically analyze internal and external factors, to conduct program development, to create program budgets, to be able to conduct basic program evaluations and identify evidence-based practices, and to engage in proposal writing.

Using common grant development formats, this class will proceed step-by-step through the development of a proposal with emphasis on the following: *how to identify and evaluate the most appropriate funding sources *how to research a problem *how to supply the documentation and statistics necessary for supporting a grant proposal. We will also discuss writing techniques to help make your grant-writing process smarter and faster. Initially, the instructor will present valuable content information; then while you work on your own project, the instructor will provide consultation and support to help you refine your proposal. If you are currently developing a grant, bring it with you to work on. If not, you will identify a grant opportunity that you will work on. Finally, we will establish a formal peer review of the proposals with a common scoring process. You will experience the proposal review process from both sides of the table . . . reviewer and reviewed . . . further enhancing your insight into successful grant writing. While it is not mandatory, bringing a laptop to class is recommended.

II. COURSE OBJECTIVES

The specific objectives of this course are:

- 1) Identify sources of grant and contract funding that are relevant to an organization's purpose and needs.
- 2) To compose grant applications which have a high probability of being funded.
- 3) To understand the funding landscape, including the public and private arenas.
- 4) To develop knowledge of program development strategies and tools as connected to grant development.
- 5) To integrate knowledge of human capital, financial management and evidence-based programs into proposal writing.

III. EXPECTED OUTCOMES

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Upon completion of this course, students will be able to:

- 1) Compose a grant or contract proposal that has a high probability of being funded.
- 2) Demonstrate knowledge of the funding landscape within public and private domains
- 3) Demonstrate the ability to utilize knowledge of program development, including use of logic modeling, forecasting, asset mapping and environmental scans
- 4) Demonstrate the ability to produce a proposal that integrates knowledge of human capital management, financial management (including budgeting), and evidence-based programs and practices

IV. CLASS SESSIONS AND TOPICS

Monday, October 7

Session 1: Introduction and Class Overview

- Class expectations
- Class requirements
- Review of syllabus
- Meet classmates and instructor

Monday, October 21

Session 2: Before You Begin to Write

- Proposal Writers Toolkit
- Grant Fit (Flexibility, Reliability, Stability, and Diversity)
- External Assessments

Monday, October 28

Session 3: RFP/Executive Summary

- RFP – Request for Proposal/Read it Fully Please!
- You Only Get One Chance to Make a First Impression
- Tying it All Together

Monday, November 4

Session 4: Statement of Need

- Making the Case
- Showing the Numbers
- Demonstrating You Can Make a Difference

Monday, November 18

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Session 5: Logic Model/Program Development

- Process vs. Outcome
- Benefits vs. Services
- Logic Models – A Recipe for Success

Monday, November 25

Session 6: Project Evaluation

- The Proof is in the Pudding
- Program Evaluation on a Budget
- Document, Document, Document

Monday, December 2

Session 7: Organizational Capability/Project Staffing

- Right People in the Right Place
- Separating Yourself from the Pack

Monday, December 9

Session 8: Project Budget

- Making Dollars Make Sense
- Getting the Funding You Need