Syllabus
PSC 511G -- Problems in Public Management: Grant Writing

October 19, 2016 – December 5, 2016
Instructor: Fred Newman
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All assignments are due at 5 p.m. on the deadline date.

Objectives
By the end of the course, students will:
1. Understand the importance of program planning in the development of a grant proposal
2. Understand the elements of program planning
3. Understand the “jargon” of grants
4. Be able to research and identify different types of funding sources and grants
5. Understand the basic elements of a grant proposal, including community assessment, objective setting, evaluation techniques and budget development within a grant proposal
6. Produce a basic grant proposal complying with funding source requirements
7. Evaluate grant proposals

Required Text
No text will be required. Internet readings may be assigned during class

By October 17
• Student Background Form

Week 1 Assignment, Oct. 19 – Oct. 25: All information in the “Proposal Development” section.
• Read the Information contained in the Proposal Development Overview Section
• Complete and submit the “Proposal Development Overview Section Worksheet” by Oct 25.

Week 2 Assignment, Oct. 26 – Nov. 1: All information in the “Program Planning” section.
1. Open the folder called “Need”
• Read the document titled “Need”
• Complete and submit the worksheet on Page Two of the Document by Nov. 1
• Read the document titled “Understanding the Need”

2. Open the folder called “Solution”
• Read the document “Moving from Needs to Solution”
• Read the document “Developing the Solution”

3. Open the Folder called “Logic Model”
• Read the document called “Logic Model Overview”
• The instructor will divide the class into groups by the beginning of Week 2. Between Week Two and Week Three, each group will construct a Logic Model using the information in the document “Sample Logic Model”

**Week 3 Assignment, Nov. 2 – Nov. 8**

1. Group Logic Model exercise due by Nov. 4

2. Open the folder called “Evaluation”
   • Read the document called “Overview of Evaluation”
   • Complete and submit the “Evaluation Worksheet” by Nov. 4

3. Open the section called “Developing the Budget”
   • Read the document “Budget Overview”
   • Read the document “Budget Preparation”
   • Complete and submit the documents “Budget Prep Exercise” by Nov. 8
   • Read the document “Future Funding”

4. Submit final proposal topic and a two sentence description of the topic by Nov. 4

**Week 4 Assignment, Nov. 9 – Nov. 15**

1. Open the Section “Organizational Info”
   • Read the document “Organizational Info”

2. Open the “Finding Funding” Section
   • Read the “Finding Funding Overview” document
   • Read the “Foundation, Corporate and Government Funding” document
   • Read the “Researching Funding Sources” document
   • Complete and Submit the “Finding Funding Worksheet” by Nov. 15

**Week 5 Assignment, November 16 – Nov. 22**

1. Complete the Grant Panel Simulation, found in the “Putting It All Together” section, through working groups by Nov. 18
2. Submit funding source for final proposal to instructor by Nov. 18
3. Begin work on Group Proposal Development Assignment found in the “Putting It All Together” section

**Week 6 Assignment, November 23– November 29**

• Complete and submit the Group Proposal Development Assignment assignment by Nov. 29.

**Week 7 Assignment, November 30 -- December 6 (Found in the “Demonstrating Skills” section)**

• Submission of the Final Proposal by Dec. 2
• Submission Final Exam by Dec. 6

**Grading**

20% -- Overall participation and discussion (includes all group projects and meeting required deadlines)
60% -- Written grant proposal
20% -- Final Exam – Evaluation of Grant Proposal