STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK

COURSE OUTLINE

HLTH 330 – GRANT WRITING STRATEGIES

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SCHOOL OF SCIENCE HEALTH & CRIMINAL JUSTICE
BTECH Dental Hygiene
March 2015

A.   **TITLE**:   Grant Writing Strategies

B.   **COURSE NUMBER:** HLTH 330

C.   **CREDIT HOURS:**   2

D.   **WRITING INTENSIVE COURSE**:
        NO.

E.   **COURSE LENGTH:**   15 weeks

F.   **SEMESTER(S) OFFERED: Indicate:**   Fall

G.   **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:**
         12 hours lecture per week

H.   **CATALOG DESCRIPTION:** This course provides a general overview of the grant seeking process. The facilitator will discuss the types of projects that generally get funded, sources that can be used to identify prospective funders, as well as the essential components of a well written grant. Participants will create a needs statement, develop a project that will address that need, write clear goals and objectives for that project, develop a budget and identify an evaluation tool that could be used to measure outcomes for the project.

I.   **PRE-REQUISITES/CO-COURSES:** Junior level status is a pre-requisite for this course.

J.   **GOALS (STUDENT LEARNING OUTCOMES):):** By the end of this course, the student will:

Course Objectives	Institutional Student Learning Outcomes
Research grant funding opportunities from corporate, foundation and government sources, as well as find information on funded projects for area specific program.	1. Communication 3. Professional Competence
Evaluate the quality of proposals by identifying what makes them fundable.	2. Critical Thinking
Identify a problem and propose a project that might offer a solution to that problem.	2. Critical Thinking 3. Professional Competence
Write a grant proposal following funder's guidelines.	1. Communication 2. Critical Thinking 3. Professional Competence

K. **TEXTS: No Text**

L. **REFERENCES:** The Foundations Center's Learning Lab's free web-based course entitled: *Proposal Writing Short Course* at http://fdncenter.org/learn/shortcourse/prop1.html
The Foundation Center's free online course entitled: *Orientation to Grant Seeking* at http://fdncenter.org/learn/oreint/intro1/html

M. **EQUIPMENT:**

Access to a working computer with Internet capability. Most recent version of Internet Explorer preferred. Use of an operating system compatible with ANGEL such as Windows 2000, Windows XP or Macintosh OS. Be sure to have anti-virus software installed on your computer and update it regularly.

N. **GRADING METHOD: Indicate: A – F**

O. **MEASUREMENT CRITERIA/METHODS:**
Class Participation in Discussion Board
Written Assignments

P. **DETAILED COURSE OUTLINE:**

I.   Introduction to Grant Writing
      A.   Identify a Need or Problem
      B.   Identify the Target Audience
      C.   Conduct Adequate Research to Support your Project

II.   Developing Credibility as an Applicant
      A.   501(c)(3) tax exempt status
      B.   Clearly stated mission statement
      C.   Evidence of Strong Governance
      D.   Description of Past Accomplishments
      E.   Evidence of Ongoing Planning and Evaluation
      F.   Adequate Facilities
      G.   Solid Resources

III.   Private Foundations
      A.   Independent Foundations
      B.   Corporate Foundations
      C.   Operating Foundations

IV.   Grantmakers
      A.   Corporate Giving Programs
      B.   Grantmaking Public Charities

        C.   Community Foundations

V.   Creating a List of Prospective Funders
        A.   Resources that Can be Utilized
            1. Foundation Directory
            2. Foundation Finder
            3. National Directory of Corporate Funding
            4. National Guide to Funding in Health
            5. Foundation Directory Online Database
        B.   Seek Foundations in Your Geographic Area
        C.   Seek Foundations that Have Supported Your Field of Interest
              and Similar Projects

VI.   Essential Components of a Proposal Package
        A.   Cover Letter
        B.   Executive Summary
        C.   Convincing Statement of Need
        D.   Clear Description of Project
        E.   Proposed Budget
        F.   Timetable
        G.   Organizational Information
        H.   Conclusion
        I.   Appendices
            1. Organization's 501 (c)(3)
            2. Copy of Organization's "Not a Private Foundation Letter" from IRS
            3. List of Trustees
            4. Copy of Organization's Budget
            5. Brochure that Describes Organization

VII.   Funders Guidelines
        A.   Determine the Preferred Approach
        B.   Follow Funder's Specific Instructions
        C.   Apply Early
        D.   Apply to Multiple Funders
        E.   Write in One Voice
        F.   Find Proofreaders
        G.   Tips for Visual Appearance

VIII.   A Denied Proposal
        A.   Review Reasons for Denial and Revise Proposal
        B.   Inquire About Applying Again
        C.   Seek Other Funders

Q.   **LABORATORY OUTLINE:** N/A