

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



MASTER SYLLABUS

SSCI 320: Grant Development Strategies

Created by Linda McQuinn, Ed.D.

**SCHOOL OF BUSINESS AND LIBERAL ARTS
SOCIAL SCIENCES DEPARTMENT
Fall 2024**

- A. **TITLE:** Grant Development Strategies
- B. **COURSE NUMBER:** SSCI 320
- C. **CREDIT HOURS:** 3 Lecture Hours Per Week for 15 Weeks
- D. **WRITING INTENSIVE COURSE:** No
- E. **GER CATEGORY:** n/a
- F. **SEMESTER(S) OFFERED:** Fall or Spring
- G. **COURSE DESCRIPTION:**
 In this course, students will gain knowledge of the process and procedures for seeking grants. Types of projects that generally are funded and sources utilized to identify prospective funders will be explored. Students will gain an understanding of the essential components of a well written grant including a needs statement, clear goal and objectives related to a project, budget development, and an evaluation tool for measuring outcomes.
- H. **PRE-REQUISITES/CO-REQUISITES:**
 ENGL 101 or Permission of Instructor
- I. **STUDENT LEARNING OUTCOMES:**

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

KEY	<u>Institutional Student Learning Outcomes [ISLO 1 – 5]</u>
ISLO #	ISLO & Subsets
1	Communication Skills Oral [O], Written [W]
2	Critical Thinking <i>Critical Analysis [CA], Inquiry & Analysis [IA], Problem Solving [PS]</i>
3	Foundational Skills <i>Information Management [IM], Quantitative Lit, /Reasoning [QTR]</i>
4	Social Responsibility <i>Ethical Reasoning [ER], Global Learning [GL], Intercultural Knowledge [IK], Teamwork [T]</i>
5	Industry, Professional, Discipline Specific Knowledge and Skills

J. APPLIED LEARNING COMPONENT: Yes - Research

K. TEXTS:
To be determined by instructor

L. REFERENCES:
To be determined by instructor

M. EQUIPMENT: Technology Enhanced Classroom

N. GRADING METHOD: A - F

O. SUGGESTED MEASUREMENT CRITERIA/METHODS:
Examinations, assignments, quizzes, research grant proposal

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
 - Foundation Directory
 - Foundation Finder
 - National Directory of Corporate Funding
 - National Guide to Funding in Health
 - 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
 - Organization's 501 (c)(3)
 - Copy of Organization's "Not a Private Foundation Letter" from IRS
 - List of Trustees
 - Copy of Organization's Budget
 - 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