Grant Writing
Public Management and Policy 8921/Social Work 8350 Syllabus
Georgia State University
Spring 2015-Sparks Hall-304
4:30pm-7:00pm TH

Instructor: Natasha A. Harrison, MIT
Andrew Young School of Policy Studies
Department of Public Management and Policy (PMAP)
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Office Hours: Please contact to make an appointment.

Required Texts:

Course Description:
Public Management and Policy 8921/Social Work 8350 (PMAP 8921/SW 8320) introduce students to the world of grant writing and management, and provide them with an opportunity to experience writing actual grants. Students will learn the process of identifying prospective funders, developing relationships with funders, understanding the basics of writing grants, submitting proposals, working as a collaborative, and preparing for the follow up. Students will apply course learning to write and prepare actual grant proposals.

Learning Objectives:
By the completion of this course, students will demonstrate an understanding of:
- Grant preparation and writing
- How to manage the grant process
- How to identify private and public funding priorities and opportunities
- How to effectively communicate potential solutions to community problems and/or issues.
- Internal and external partnership and collaboration development

The course syllabus provides a general plan for the course; deviations may be necessary. Changes and/or modification may occur with class assignments, readings, etc., as this instructor deems necessary. Changes will be communicated as soon as possible.
As reflected in the course schedule, this course is designed to expose students to the foundational components of grant writing while providing real world application in the grant writing process. It will be delivered in four phases.

**Phase 1: Understanding the Grant**
- Overview of the Nonprofit Fundraising Landscape
- Overview of a Grant and Request for Proposal
- How to Identify Grant Opportunities

**Phase 2: Developing the Grant**
- Effective Marketing and Communications to Potential Funders
- How to Develop Grant Components
- Building Effective Partnerships and Collaborations

**Phase 3: Submitting the Grant**
- Overview of Submission Requirements

**Phase 4: Executing the Grant**
- Overview of the Award/Denial Process
- How to Negotiate Grant Terms

**Assignments:**
**Grant Proposal Reviews**
Effective grant writers often review grant proposals. Students will have the opportunity to critique grant proposals and discuss their findings.

**Individual Grant Proposal**
Each student will be required to identify and research a nonprofit organization; identify a grant opportunity for the nonprofit; and write a grant proposal.

**Team Grant Proposal**
Students will be placed in teams and matched with a nonprofit organization. Throughout the course of the program, the teams will meet one on one with the nonprofit organization to develop an organization grant proposal template.

**Grading Policy:**
- Grant Proposal Reviews 25%
- Individual Grant Proposal 25%
- Team Grant Proposal 50%

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Disruptive Conduct Policy:
Students should familiarize themselves with the University's policy on disruptive conduct as described in the 2014-2015 online undergraduate and graduate catalogs. Examples of disruption include, but are not limited to the following: allowing personal electronic communication devices to ring or beep, making or receiving phone calls or pages or otherwise disrupt while in class.

Attendance Policy:
Attendance is mandatory. Three excluded absences are permitted. After the third consecutive absence, you will be withdrawn from the course. Under Georgia State policies, the administration will be informed when a student stops attending class. This course requires in class participation and application of the material presented, therefore, it will be difficult to do well in this course if absences occur. For all absences, students must notify the instructor in writing prior to the beginning of class; an email notification is sufficient. Absence due to sickness is excused with a notice from a doctor.

Make-up Examination Policy:
No make up

Academic Honesty Policy:
The most current version of Georgia State University’s Student Code of Conduct may be viewed at http://codeofconduct.gsu.edu/ for more details. Disciplinary action will be taken for violations of the code. It is incumbent upon you to be familiar with your rights and responsibility as stated by the code.

Brightspace:
Assignments will be posted in Brightspace. Students are responsible for consistently checking Blackboard to retrieve and complete any assignments that are posted. Students will receive instructions on submitting assignments as well.

Student E-mail:
Your official GSU student e-mail address will be the address used to get in touch with you, if necessary. Please check this account regularly.

Disability Statement:
Students who wish to request accommodation for a disability may do so by registering with the Office of Disability Services. Students may only be accommodated upon issuance by the Office of Disability Services of a signed Accommodation Plan and are responsible for

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