Grant Writing
NTPT6203

Course Outline

Description: This two day course will introduce you to the complex, yet rewarding realm of grant writing. Learn the terrain of the grant writing submission process from successful grant applicants. You will discover how to manage your proposals from budget and objective clarification to writing style and format.

Course Goals:

- To provide students with an understanding of the grant writing cycle
- To explore the issues and challenges in grant writing
- To enable student to develop and implement strategies to be successful in writing grants
- To provide students with tips for effective proposal writing
- To outline elements of successful proposals and unsuccessful proposals
- To prepare students to plan and conceptualize a program for the grant writing process

Course Objectives: At the completion of this course, the student will be able to:

- Write a compelling needs statement
- Define clear goals and objectives
- Prepare the evaluation component
- Develop sustainability strategies
- Prepare a program budget
- Write the organizational background
- Write the proposal summary
- Put the entire grant package together
- Identify potential sources of grants
- Identify funder’s priorities and how relate their program to priorities

Attendance Requirements:

Students are required to attend 100% of class time in order to receive a completion for this course. A grade report can be printed from myWCS.

Please contact Continuing Studies if you require information in an alternate format, or if any arrangements can be made to ensure that this course is accessible to you. If you would like to provide feedback about accessibility-related issues that are specific to your experience with Continuing Studies, you may do so using our comment box (located in the entrance of the office) or you may contact Accessibility at Western (accessibility@uwo.ca or 519-661-2111, extension 85562); the feedback will be forwarded to the appropriate individual or area for follow-up.
Code of Student Conduct

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For the complete Code of Student Conduct: http://www.uwo.ca/univsec/board/code.pdf

Course Schedule:

**Day 1:**

9:00 – 9:20  Introductions – name, organization, background in writing grants, success stories, challenges and learning expectations/interests

9:20 – 9:30  Housekeeping – washrooms, breaks, lunch, schedule

9:30 – 9:40  Overview of the course, learning outcomes and objectives

9:40 – 10:30 Introduction to grant writing – definition of a grant and where grants come from

Different types of grants: Project & Operational

Overview of the grant writing process

Grant application components

Determining if you need a grant

Benefits of grants/why grants are not always the answer

10:30 – 10:45  Break

10:45 – 12:00  Planning the Grant Writing Process

Preparing Narratives

Tips for Writing Successful Proposals

Characteristics of Unsuccessful Proposals

Collaborations

12:00 – 1:00  Lunch

1:00 – 2:15  Identifying Funders

2:15 – 2:30  Break

2:30 – 4:00  Identifying Funders Cont’d

Writing Tips

**Day 2:**

9:00 – 9:15  Overview of Day 2, Questions

9:15 – 10:30  Describing the Organization

Developing the Program Model

Defining the Program Plan
10:30 – 10:45  Break
10:45 – 12:00  Proving the Need and Composing a Strong Needs Statement
Writing Objectives
Creating the Evaluation Plan
12:00 – 1:00  Lunch
1:00 – 2:30  Creating the Evaluation Plan Cont’d
Creating a Budget
Addressing Sustainability
Writing the Project Summary
Putting it Together – Cover Page, Table of Contents, Appendix
2:30 – 2:45  Break
2:45 – 4:00  Proving the You Can Get the Job Done
After the Proposal – Follow Up and Site Visits
Not Getting the Grant: What Comes Next
Case Study: Putting It All Together

Evaluation Method:

As part of the course/instructor evaluation, a survey will be sent to you electronically by Continuing Studies. You will be asked the following questions. Please consider these throughout the course.

1. How would you rate your overall experience?
2. Please indicate your agreement with the following statements:
   a. The course content was relevant and valuable.
   b. The instructor conducted class sessions in an organized, well-planned manner.
   c. The instructor explained concepts clearly.
   d. The instructor displayed enthusiasm and energy in conducting class sessions.
   e. The instructor made me feel comfortable in the learning environment.
   f. The instructor encouraged my participation and interaction.