

COURSE OUTLINE FORM

Course Number, Title & Description

PAD4232 Grant Administration and Resource Development, 3 (P), Fall, Spring, Summer
Grant Administration and Resource Development will introduce students to the grant proposal-writing process and its role in resource development. Students will explore grant writing, alternative funding opportunities, implementing and managing grants, developing community partnerships and collaborations, and become knowledgeable in funding policies and procedures. Prerequisite: MAN3025 with a “C” or better.

Course Materials:

- Textbook: Karsh, E. and A.S. Fox. 2014. *The Only Grant-Writing Book You’ll Ever Need*. 4th ed., Basic Books. ISBN 0465058930

OM Program Outcomes Met by this Course

OM – PS #4: Develop skills to successfully procure and manage grant funds for resource development.

Course Objectives

- Define the program planning and evaluation process needed to develop successful grants
- Evaluate the components of a successful grant narrative
- Develop strategies and tools for data collection, analysis, and reporting
- Write a successful grant application
- Explore the review process for grant applications
- Identify the administrative and program requirements of a grant
- Determine the purpose and impact of a grant upon an organization

Topical Outline

1. Introduction to grants and grant writing
2. Preparing to write a grant
3. Basic rules of writing grant proposals
4. Identifying and documenting need
5. Grant goals and objectives
6. Developing and presenting a winning program
7. Finding partners and building coalitions

8. Developing a budget
9. Sustainability of grant-funded projects

Evaluation

- Exams, Projects, Papers, & Quizzes to test foundational knowledge.
- Case studies and class discussion