

Essentials of Grant Writing Course Syllabus

University of Maine Division of Lifelong Learning

Professional Development Program

Course Overview

This interactive online professional development program will teach you the basics of seeing a grant through a full cycle—from inception to completion. You will learn how to get your organization ready to apply for grants, where to find funders and funding opportunities, how to submit a successful application that has all the information funders want to see, and how to manage a grant once you receive one.

This program focuses on real-world grant applications. Comprehensive checklists and worksheets will guide you through every step of planning, researching, applying and managing grants. By the end of the course, you will have developed language specific to your organization that answers common grant questions.

Course Structure

This is a five week course. Each Friday, starting one week before our first live class, you will be sent a series of pre-recorded video lessons by email. These lessons can be viewed at your own pace throughout the week, but are to be watched before our live class. The live class will take place each Friday from 9am to noon on a Zoom call. I will stay on the Zoom call until 1pm to work with participants who would like 1:1 guidance. Each week you will complete and turn in assignments that help you apply the course material to your organization. All communication for this course will take place over email.

Learning Outcomes:

Part One: Prepare and Research (Weeks 1-2)

By the end of Part One, participants will be able to:

- Define the different kinds of grants
- Describe the different kinds of grant funders
- Apply grant-related vocabulary
- Name the different components of a grant
- Apply concepts to get your organization “grant-ready”
- Practice using online resources to research grants
- Demonstrate ability to vet grant opportunities

Part Two: Apply and Manage (Weeks 3-5)

By the end of Part Two, participants will be able to:

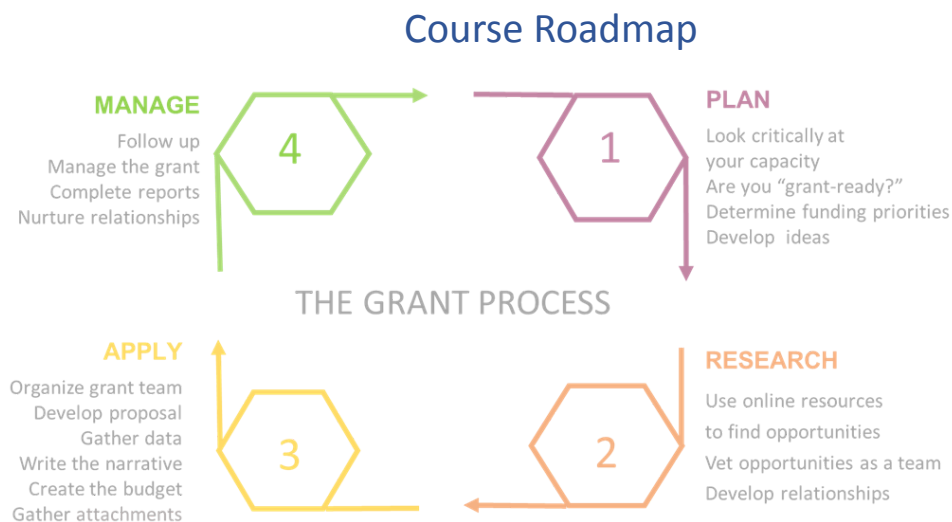
- Design compelling grant applications
- Develop written text specific to your organization that answers the most common grant questions

- Improve your grant writing skills
- Understand how to manage grants
- Understand how to develop relationships with funders

Instructor Info

My name is Elizabeth Haffey, I will be your instructor for this course. I am a professional grant writer who has raised over \$600,000 for small and medium sized nonprofits. I specialize in grants for organizations in Maine. I have my bachelor's degree in International Affairs from The George Washington University, a Certificate in Grant Writing from the University of Maine Hutchinson Center, and am working on my Masters in Public Policy from the University of Southern Maine.

I have over six years' experience in the world of nonprofit development and know firsthand how hard it can be to start writing grants while juggling annual appeals, communications, and event planning. I hope to use this personal experience to help you integrate grant writing with your other fundraising responsibilities. If you would like more information about the grants I have secured, you can visit my website at www.ehaffeygrants.com. If you have any questions or concerns, please feel free to email me at elizabeth@ehaffeygrants.com.



Week 1: The Basics

Pre-recorded Video Lessons

- o Course Introduction Video
- o Lesson 1: Grant Myths and Misconceptions
- o Lesson 2: Grant Vocabulary
- o Lesson 3: The Different Kinds of Grants

- o Lesson 4: The Different Kinds of Funders
- o Lesson 5: Components of a Grant

Week 1 Assignments

- o Open note test on the basics
- o FYI: first class will have introductions. Each participant shares their name, where they work, why they decided to take this training, what they are hoping to get out of the grant program

Live Class 1

January 29 from 9am to noon on Zoom:

- o Class Introductions
- o Live Lesson 6: Look Critically at Your Capacity
- o Live Lesson 7: The “Grant-Ready” Checklist
 - o Forms
 - Capacity Checklist
 - Grant Ready Checklist
 - Take home test answer key

Week 2: Planning and Research

Pre-recorded Video Lessons

- o Lesson 8: Determine Your Funding Priorities
- o Lesson 9: Think Through Your Ideas
- o Lesson 10: Use Resources to Find Opportunities
- o Lesson 11: The Research Template
- o Lesson 12: Vet Opportunities as a Team
- o Lesson 13: Strategic Planning

Week 2 Assignments

- o Complete “Grant-Ready” checklist

Live Class 2

February 5 from 9am to noon on Zoom:

- o Research tutorials

- o Breakout groups: applying the research template to RFPs
- o Forms:
 - o Research template (full and summary)
 - o Grants calendar
 - o Sample strategic plan

Week 3: Applying for Grants

Pre-recorded Video Lessons

- o Lesson 14: Application Questions—Your Organization

Week 3 Assignments

- Work on Canned Language document

Live Class 3

February 12 from 9am to noon on Zoom:

- o Breakout groups: Canned Language
- o Live Lesson 15: Need's Statement
- o Workshop: Researching Data

Week 4: Developing Your Skills

Pre-recorded Video Lessons

- Lesson 16: Writing for Grants
- Lesson 17: Finalize Your Proposal
- Lesson 18: How to Start Writing
- Lesson 19: Measurable Outcomes

Week 4 Assignments

- o Work on Canned Language document
- o Work on Grant Proposal document

Live Class 4

February 19 from 9am to noon on Zoom:

- Workshop: Measurable Outcomes

- Live Lesson 20: Creating a Budget
- Forms:
 - Grants budget template
 - “Grant Proposal” Document

Week 5: Managing Grants and Practicing Your Skills

Pre-recorded Video Lessons

- Lesson 21: Submitting a Grant & Follow Up
- Lesson 22: How Your Proposal Will Be Judged
- Lesson 23: Managing a Grant
- Lesson 24: Funder Relationships

Week 5 Assignments

- Peer review of “Grant Proposal” document using grading rubric

Live Class 5

February 26 from 9am to noon on Zoom

- Lesson 25: Difficult Situations in Grant Writing
- Participants present grant proposals