



ORG433 Grant Writing Syllabus

Instructor & Contact Information

The People tab in Canvas provides information on the course instructor and you can send a message to your instructor following [these instructions](#). Faculty are expected to: 1) grade and return assignments, with feedback, within 7 days from the date of submission; 2) reply to your Canvas messages within 72 hours; 3) reply several times each week in total in the discussion forums (not to each individual student); and 4) demonstrate the core values of City Vision University.

Course Description

This is a project-based course where you do grant research and develop a comprehensive grant proposal for an organization. In this course you will learn to conduct grant research. You will also develop individual components of grants including letters, need for support, organizational background, program description, evaluation, budget and sustainability. Your final project will be a grant that you should be able to submit to a potential funder.

Course Outcomes

1. Research grants and develop systems for identifying grant prospects that will fit with your organization's strategies and capabilities.
2. Develop individual components of grants including letters, need for support, organizational background, program description, evaluation, budget and sustainability.
3. Develop systems for handling the relational element of getting your grant approved including identifying contacts, getting meetings, presenting your opportunity in person and how review and approval processes work.
4. Write professional grant proposals that present your organization in a way that maximizes your chance of getting approved.

Degree Program Outcomes

ORG433 is offered by City Vision's Nonprofit Management program. This course supports one of the seven program outcomes for the Nonprofit Management program, marked with an asterisk (*).

As a City Vision Nonprofit Management student, you will be professionally competent in these seven success areas:

- 1 **Nonprofit Structure.** Apply the roles and responsibilities of a nonprofit board of directors and the management team to provide governance and leadership to the nonprofit organization.
- 2 **Finances.** Apply basic accounting and budgeting principles in order to successfully manage the finances of a nonprofit organization.
- 3 **Fundraising/Marketing.** Apply basic marketing, communication and fundraising strategies in operating a

successful nonprofit organization. *

- 4 **Nonprofit management.** Apply nonprofit management principles related to program development, ethics, decision-making and nonprofit legal and regulatory requirements.
- 5 **Human resources.** Apply the essential elements of nonprofit human resource management including volunteer management, hiring, firing, supervision and legal considerations.
- 6 **Vocation.** Create a synthesis of a reflective life vision and plan to enable 24/7 ministry based on God's purposes for work and their own unique calling.
- 7 **Cross-Cultural Ministry.** Develop plans to apply cross-cultural principles toward effective ministry across diverse cultures.

ORG433 helps students learn grant and proposal writing in order to meet program outcome 3 above.

Required Texts

Students are required to purchase these texts before the first day of classes.

- Karsh, E., & Fox, A. S. (2019). [*The Only Grant-Writing Book You'll Ever Need*](#). 5th Edition. New York: Basic Books, a member of the Perseus Books Group.
- O'Neal-McElrath, T. (2019). [*Winning Grants Step by Step: The Complete Workbook for Planning, Developing, and Writing Successful Proposals*](#). 5th edition. San Francisco, CA: Jossey-Bass, a Wiley Brand.

Guidelines for Written Work

All written work must follow our [Writing Format and Forum Requirements](#). You **must** read these to understand how to cite sources appropriately.

Critical Policies to Read for This Course

Note: These policies are critical for all students to read. In case of change, we have linked to the versions on our website to make sure you have the latest version.

- [Grading Scale](#)
- [Deadlines to Drop Courses](#)
- [Attendance, Late Policy and Extensions](#)
- [Technology Requirements for Courses](#)
- [Standards of Academic Integrity & Plagiarism Policy](#)
- [What plagiarism is and how to avoid it](#)
- [Credit Hour Policy, Grading Policy and Other Academic Policies](#)
- [ADA Policy, Learning Accommodations & Disabilities Services](#)
- [Student Code of Conduct](#)
- [Library Services](#)
- [Privacy Policy](#)
- [Consumer Disclosures](#)
- [Additional policies are listed in our catalog](#)

This syllabus is subject to change without notice up until the first day of the semester.

Last updated: December 14, 2022