

## Course Title: MPA Grant Writing

Summer 2020 via Zoom

Zoom: Friday-Sunday, August 6-8 and Friday-Saturday, August 20-22 Second Session

Don's Office: Room: B-2115A, (360) 280-0511 (cell); [chalmerd@evergreen.edu](mailto:chalmerd@evergreen.edu); [tescgrantwriting@gmail.com](mailto:tescgrantwriting@gmail.com)

Credit equivalencies will be awarded in Social Enterprise Grant Writing and Fundraising.

Date	Description	Readings/Resources	Participants	Activities/Assignments	I or O	Seminar
<b>Class 1: August 6</b>	Class Description-Feedback, Definitions, Examples, Your Term Project and Team, Philanthropy, Trends, and Highlights, Roles and Responsibilities, Volunteers					
<b>1-A</b>	Survey of class – check in		All	Consider Collaborations	I	
<b>1-B</b>	How the Course is Organized. Does this approach meet your needs?		DC and Students		I	
<b>1-C</b>	What are various business forms you might consider when considering funding applications? What are some local examples? How do they affect our lives?		DC, Class: Other Traditions	Karite Abanga LLC & Alaffia Foundation: <a href="https://www.alaffia.com">https://www.alaffia.com</a> ,  Regenerative Partners, SPC: <a href="https://www.regendevlopment.com/">https://www.regendevlopment.com/</a>  Homes First: <a href="https://homesfirst.org/">https://homesfirst.org/</a>  <a href="https://whatisphilanthropy.wordpress.com/">https://whatisphilanthropy.wordpress.com/</a> <a href="https://www.youtube.com/watch?v=QRF0SsUrQiw">https://www.youtube.com/watch?v=QRF0SsUrQiw</a>	I	<b>How do social enterprises affect you and your family? SG-LG</b>

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Date	Description	Readings/Resources	Participants	Activities/Assignments	I or O	Seminar
1-D	Determining your term project and team Part 1: 10 minute "speed rounds"			In-class Assignment: Identify Organization and Project/Individually or in Teams; With your team in place complete team building exercises (name, color, initial convener, and recorder)	I	
1-E	Determining Your Term Project and Team "Finale"			Prepare and upload your project template via Canvas	I	
1-F	Who are the participants in social enterprises? Board, staff, members, shareholders, other volunteers, funders, partners, other stakeholders. What are their roles and responsibilities?	Board roles and responsibilities; Executive Director roles and responsibilities [Canvas] <a href="https://www.llcuniversity.com/llc-members-managing-members-and-managers/">https://www.llcuniversity.com/llc-members-managing-members-and-managers/</a> 10 Board Roles and Responsibilities, Job Description; Executive Director Roles and Responsibilities [Canvas]; LLC members, Shareholders [Canvas] and online	DC		I	

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Date	Description	Readings/Resources	Participants	Activities/Assignments	I or O	Seminar
<b>Class 2.1: August 7 AM</b>	<b>Find Funding Sources; The Generic Grant; Introducing the Applicant</b>					
<b>2.1-A</b>	Project Team Meetings			<b>Refine and Fine Tune Your Project; Upload Any Needed Changes</b>	I	
<b>2.1-B</b>	Finding Funding Sources that Match	Finding the Right Funding Source at <a href="http://www.donchalmers.wordpress.com">www.donchalmers.wordpress.com</a> Or [Canvas]	DC		I	
<b>2.1-C</b>	Tools to Identify Funding Sources	Sample Funding Matrix [Canvas]	DC	Research Lab: Funding Matrix Assignment	I	
<b>2.1-D</b>	The Generic Grant Writing Framework: From Introduction to Budget	"Generic Grant Outline"	DC		I	
<b>2.1-E</b>	Introduction of the Applicant		DC			
<b>2.1-E1</b>	Steps to Complete an Introduction of the Applicant: Board Development, Strategic Planning	Resource: HCN Strategic Plan [Canvas]	DC, Teams	In your team discuss the six steps for Board Recruitment and the components of a generic strategic plan; Strategic Planning Exercise (Canvas): Develop a Mission, Vision, Values and Goals Statements for your organization or group	I	

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Date	Description	Readings/Resources	Participants	Activities/Assignments	I or O	Seminar
2.1-E2			Teams	In your team prepare <u>a plan to complete</u> a draft, eight-component introduction of your applicant; be sure to allocate your efforts equitably	I	
<b>Class 2.2: August 7 PM</b>	Need and Objectives					
2.2-A	Demonstrating the Need for Your Project		DC		I	
2.2-B	Steps to complete the Need Statement: Community Assessment, Primary and Secondary Information Research, Endorsements		DC; Teams	Do a community Assessment Plan: develop an outline of your community assessment planning process based on the six steps of the booklet "Conducting a Community Assessment" [Canvas]	I	
2.2-B1		Resources: Sample Key Informant Interview Questions, Focus Group Questions, and Survey Questions [Canvas]	DC; Teams	Key Informant Interviews with experts on topics (gathering baseline data): Who would you interview and what questions would you ask?	I	
		Census.gov; access.wa.gov; ofm.wa.gov; trpc.org; see also <b>Getting Funded</b> Appendix C: Resources and References; others	DC; Teams	Complete Secondary Research on your project	I/O	
2.2-C	Objectives that are SMART		DC			

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<b>2.2-C1</b>	Preparing Your Objective(s)		DC; Teams	Prepare one or more objectives and upload to Canvas		
<b>Class 3.1: August 8 AM</b>	Articulating Your Methods					
<b>3.1-A</b>	Project Teams Check-in					
<b>3.1-B</b>	Methodology: Sharing Your Approach to the Project and to Meeting the Objectives		DC		I	
<b>3.1-B1</b>	Outline Your Methodology		DC; Teams	<b>Prepare your Methods Outline</b>	I	
<b>Class 3.2: August 8 PM</b>	Evaluation and FONF					
<b>3.2-C</b>	Formative and Summative Evaluation; Logic Models		DC			
<b>3.2-C1</b>	Outline in Matrix Format Your Formative and Summative Evaluation Design		DC; Teams	Prepare both Matrices; start on clarifying your evaluative criteria for both your formative and summative evaluation design	I	
<b>3.2-D</b>	What is FONF and Why It Matters?		DC		I	
<b>3.2-D1</b>	Outline your FONF	Murdock Grant Application	DC; Teams	Prepare Your FONF Outline	I	

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Date	Description	Readings/Resources	Participants	Activities/Assignments	I or O	Seminar
<b>Class 4 August 20 PM</b>	The Budget/Remaining Components; Funding Applications Administration and Implementation					
<b>4-A</b>	Project Teams Check-in					
<b>4-B</b>	The Budget: It's More than Just the Numbers!		DC		I	
<b>4-C</b>			DC; Teams	Prepare Your Budget and Budget Narrative Draft	I	
<b>4-D</b>	Other Components and Tools: Letter of Inquiry, Cover Letters, Cover Sheets, Summary	Sample Letter of Inquiry [Getting Funded] and Canvas	DC		I	
<b>Class 5.1 August 21 AM</b>	After Submission of Your Proposal					
<b>5.1-A</b>	Project Teams Check-in					
<b>5.1-B</b>	Steps to Take if the Funding Application is Not Awarded		DC		I	
<b>5.1-C</b>	Steps to Take if the Funding Application is Awarded		DC		I	
<b>5.1-C1</b>	The Award Letter	Aspen Institute Sample Award Letter and COF Sample Letter [Canvas]	DC; Teams	Read and Analyze Letters; Prepare a Response Letter	I	

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Date	Description	Readings/Resources	Participants	Activities/Assignments	I or O	Seminar
5.1-C2	Grant Evaluation	Cheney Evaluation Report [Canvas]	DC; Teams	Prepare a Draft Evaluation Report	I	
5.1-C3		Fry Foundation Financial Report [Canvas]	DC	Financial Reporting	I	
<b>Class 5.2</b> <b>August 21</b> <b>PM</b>	Writer's Workshop		DC; Teams			
<b>Class 6:</b> <b>August 22</b>	Developmental Readiness™; Fundraising/Other Resource Development					
6-A	Project Teams Check-in					
6-B	What is Developmental Readiness® and how does it Make Social Enterprises more sustainable?	See also Chapter 1 Getting Funded	DC	Prepare Your Development Readiness Plan (Conceptual) and upload to Canvas	I	
6-C	Student Presentations		Teams or Individual Students			
5-E				Turn in Final Common or other funding Application DRAFT	O	

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### Out-of-class Assignments:

1	Assignment	<b>Read: Getting Funded, Chapters 1-3, 8 &amp; 13; plus Generic Grant Outline</b> in Canvas;	O
2	Assignment	<b>Read Chapters 2 and 9 Getting Funded; Read: Conducting a Community Assessment [Canvas]; Complete and Upload Your DRAFT Introduction Complete and Upload Your Draft Need Statement; Read Getting Funded Chapter 10</b>	O
3	Assignment	<b>Read Getting Funded, Chapters 11 and Canvas Logic Model Article; Prepare and Upload Your Team's Method Section to Canvas; include Methods, Gantt Chart and Key Personnel sections; Getting Funded, Chapters 12; Upload your Draft Evaluation Section including both Formative and Summative Components in narrative format; Upload Draft FONF Section</b>	O
4	Assignment	Read Getting Funded Chapter 17; Upload your 3-page budget and budget narrative including at least 5 budget categories; Complete and Prepare to Upload a Common or other funding application responses <a href="http://www.PhilanthropyNW.org">www.PhilanthropyNW.org</a> ; OR <a href="http://www.sba.gov">www.sba.gov</a> ;	O



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Week	Class	Date	Time	Online
	1	8/6/21	6-9:20 PM	Online
	2	8/7/20	9 AM-4:20 PM	Online
	3	8/8/20	9 AM-4:20 PM	Online
	4	8/20/20	6-9:20 PM	Online
	5	8/21/20	9 AM-4:20 PM	Online
	6	8/22/21	9 AM-4:20 PM	Online