Course Title: Grant Writing Essentials
Credits: 4
Faculty: Tina Kuckkahn-Miller (kuckkaht@evergreen.edu, (360) 867-5344
Meets: July 30th-August 29th, Tuesdays and Thursdays from 6-9:50 pm
Location: Purce Hall Classroom 8

This course will provide an overview and practical application of effective grant writing. Content will include how to research and make application to a diverse array of funding sources, including federal, state, tribal, and private funding sources. The course will also explore key elements of overall fund development, including building collaborative partnerships, establishing long-term relationships and financial accountability to funding sources. Although course content will not be limited to work in the non-profit sector, the course will include aspects of non-profit development that can apply across a wide spectrum of public service work. Students will identify an agency, organization or individual project; research potential funders; draft a case statement; write a letter of inquiry and full grant application for a real-life project.

Readings:

Required:
Bridging Two Worlds: Developing and Maintaining a Native American Center at a Public College: http://nativecases.evergreen.edu/collection/cases/bridging-two-worlds.html

Assignment Expectations:
Students will identify a project for funding, conduct research to identify potential funding sources, research data to develop a compelling case statement, draft a letter of inquiry and completed grant application for the project.

Syllabus

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Sources</th>
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<tbody>
<tr>
<td>July 30</td>
<td>• Welcome and Introductions</td>
<td>Tina Kuckkahn-Miller, J.D.</td>
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<td></td>
<td>• Who gives? Governments, Foundations, corporations, individuals, organizations, others.</td>
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<td>Funding types and methods:</td>
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<td></td>
<td>o Annual Fund</td>
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<td></td>
<td>o Capital campaign</td>
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<td>o Endowments</td>
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- Planned giving
- Special events
- Earned income
- In kind support
- Grants: **What kinds of grants are available?** Project, operating, start-up or seed grant, challenge grant, capital award, technical assistance, scholarship, capacity-building, endowment

**Assignment:** Research and select an organization or project on whose behalf you will write a grant proposal.

### August 1st

**Proposal Development Process**

**Research, Draft, Review, Submission, Notification and Renewal, Reporting to funder**

**Getting Started:**

Defining organizational vision and mission
- Goals and objectives
- **Pre-proposal groundwork:** organizational readiness

### August 6th

**Developing the case statement**

- What is the issue or challenge?
- How do you know that it’s an issue—what is the data that supports your statement of need?
- Why should this issue be addressed at this point in time?
- What is your plan to address the issue?
  - Who will benefit? Describe your target audience
- What are the geographical parameters of the project?
- What is the timeline?
- Is anyone else working on this issue? Why is your organization best suited to address this issue?
- What is your organizational vision, mission and goals?
- How do these relate to the challenge or issue you are trying to address?
- What are the resources needed to accomplish this work?
- Do you have any organizational partners?
- Is there evidence of community support for the proposed project?
- What is the budget required to accomplish the work?
- How much are you seeking?
- What are your committed and pending sources of support?
- Evaluation: How will you measure whether you are effective?

**Diversifying funding sources: source and type**

**Board member responsibilities in fund development**

**Ethics/stewardship**

**Nurturing funding relationships/Creating sustainable partnerships/leveraging for the future**

**Assignment**: students will conduct on-line research to draft a case statement for their organizations/projects

| August 8th | Activity: Critique case statements  
Finding the match: Researching funding opportunities that match funder mission with project goals, contacting funders, etc. |
|------------|----------------------------------------------------------------------------------|
|            | Tina Kuckkahn-Miller  
TESC Foundation |

| August 13  | 6 pm: Guest Speaker  
Discussion: who did you find as a match for your proposal and why do you believe that it is a good fit?  
Major components of a proposal to Foundations/Corporations (see pp 97-98)  
Letter of inquiry (see pp 185-190)  
Personal contacts and site visits  
Case Statement  
Narrative (see pp 107-125) |
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<tr>
<td></td>
<td>Guest speaker: Community Foundation</td>
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<tr>
<td>Evaluation (see pp 127-139)</td>
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<td><strong>Budget</strong></td>
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<td>Budget steps: see p 160 (sample) and 164 Advice from funders</td>
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<tr>
<td>• Identify the total costs of the project</td>
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<td>• Arrange items by category, by time-frame and by anticipated source</td>
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<td>• Transfer data into format requested by funder</td>
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<td><strong>Supplemental Documents</strong> (see pp 175-183)</td>
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<tr>
<td>• <strong>Assignment</strong>: students will develop a draft letter of inquiry with an identified funding source.</td>
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| August 15 | • Review letters of inquiry |
|          | • Organizational sustainability: Diversifying funding sources, stewarding relationships, creating sustainable partnerships and leveraging for the future. |

**August 20**  
**NOTE:** Location change to Fiber Arts Studio

| August 20 | • Case Study: Bridging Two Worlds: Developing and Maintaining a Native American Center at a Public College  
(http://nativecases.evergreen.edu/collection/cases/bridging-two-worlds.html)  
• Tour: Evergreen Longhouse & Indigenous Arts Campus |

| August 22 | • Presentation of draft grant applications: working in pairs and reporting out |

| August 27 | • Grant writing tips, current trends and lessons from the field; Board member leadership, roles and responsibilities |

| August 29 | • Guest Presentation: Private Foundations  
• Presentation and review of final grant applications  
• Evaluation of this course:  
  o What was most useful in terms of content?  
  o What was most useful in terms of course |

| Guest speaker: Paul Rudnick  
Associate Vice President for Advancement; TESC |

| Guest speaker: TESC Foundation, Grants Office; Longhouse Board member |

<p>| Guest speaker: Private foundation representative |</p>
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<td>o Was there anything that you wanted to learn about that wasn’t covered?</td>
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<td>o Do you have recommendations for future courses of this nature?</td>
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<td>o What’s your one big takeaway?</td>
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