

Course Title: MPA Grant Writing

Summer2020

Zoom; Saturdays 9 AM-4:20 PM August 1, 8, 15, 22, and 29

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

Credit equivalencies will be awarded in Grant Writing and Fundraising.

Week & Date	Description	Readings/Resources	Participants	Activities/Assignments	I or O	Seminar
Week 6: August 1	Our first class Class Description-Feedback, Definitions, Examples, Your Term Project and Team, Philanthropy, Trends, and Highlights, Roles and Responsibilities, Volunteers					
1-A	Survey of class – check in		All	Consider Collaborations	I	
1-B	How the Course is Organized? Does this approach meet your needs?		DC and Students		I	
1-C	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: https://www.alaffia.com , Regenerative Partners, SPC: https://www.regendevlopment.com/ Homes First: https://homesfirst.org/ https://whatisphilanthropy.wordpress.com/ https://www.youtube.com/watch?v=QRF0SsUrQiw	I	How do social enterprises affect you and your family? SG-LG
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		

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				place complete team building exercises (name, color, initial convener and recorder)		
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] https://www.llcuniversity.com/llc-members-managing-members-and-managers/ 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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1-G	Finding Funding Sources that Match	Finding the Right Funding Source at www.donchalmers.wordpress.com Or [Canvas]	DC		I	
1-H	Tools to Identify Funding Sources	Sample Funding Matrix [Canvas]	Reference Librarian Evergreen-Olympia	Research Lab: Funding Matrix Assignment	I	
1-I	Next Week's Assignment			Read: Getting Funded, Chapters 1-3, 8 & 13; plus Generic Grant Outline in Canvas;	O	
Week 7: August 8	The Generic Grant; Introducing the Applicant					
2-A	Project Team Meetings			Refine and Fine Tune Your Project; Upload Any Needed Changes	I	
2-B	The Generic Grant Writing Framework: From Introduction to Budget	"Generic Grant Outline"	DC		I	
2-C	Introduction of the Applicant		DC			
2-D	Steps to Complete an Introduction of the		DC, Teams	In your team discuss the six steps for Board	I	

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	Applicant: Board Development, Strategic Planning			Recruitment and the components of a generic strategic plan		
2-D1			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	
2-E	Demonstrating the Need for Your Project		DC		I	
2-E1	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-E2		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	
2-E3		Census.gov; access.wa.gov; ofm.wa.gov; trpc.org; see also Getting Funded Appendix C: Resources and References; others	DC; Teams	Complete Secondary Research on your project	I/O	
2-F	Orientation to Strategic Planning Implementation	Resource: HCN Strategic Plan [Canvas]	DC; Teams	Strategic Planning Exercise (Canvas): Develop a Mission, Vision, Values and Goals Statements for your organization or group	I	
2-G	Next Week's Assignment			Read Chapters 2 and 9 Getting Funded; Read:	O	

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				Conducting a Community Assessment [Canvas]; Complete and Upload Your DRAFT Introduction Complete and Upload Your Draft Need Statement; Read Getting Funded Chapter 10		
Week 8: August 15	Developing Your Evaluation Design and Future and Other Necessary Funding					
3-A	Project Teams Check-in					
3-B	Objectives that are SMART		DC		I	
3-C	Preparing Your Objective(s)		DC; Teams	Prepare one or more objectives and upload to Canvas	I	
3-D	Methodology: Sharing Your Approach to the Project and to Meeting the Objectives		DC		I	
3-E	Outline Your Methodology		DC; Teams	Prepare your Methods Outline		
3-F	Formative and Summative Evaluation; Logic Models		DC			
3-G	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	
3-H	What is FONF and Why It Matters?		DC		I	
3-I		Murdock Grant Application	DC; Teams	Prepare Your FONF Outline	I	
3-J	Next Week's Assignment			Read Getting Funded , Chapters 11 and Canvas	O	

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				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		
Week 9: August 22	The Budget/Remaining Components; Funding Applications Administration and Implementation					
4-A	Project Teams Check-in					
4-B	The Budget: It's More than Just the Numbers!		DC		I	
4-C			DC; Teams	Prepare Your Budget and Budget Narrative Draft	I	
4-D	Other Components and Tools: Letter of Inquiry, Cover Letters, Cover Sheets, Summary	Sample Letter of Inquiry [Getting Funded] and Canvas	DC		I	
4-E	Steps to Take if the Funding Application is Not Awarded		DC		I	
4-F	Steps to Take if the Funding Application is Awarded		DC		I	

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4-F1	The Award Letter	Aspen Institute Sample Award Letter and COF Sample Letter [Canvas]	DC; Teams	Read and Analyze Letters; Prepare a Response Letter	I	
4-F2	Grant Evaluation	Cheney Evaluation Report [Canvas]	DC; Teams	Prepare a Draft Evaluation Report	I	
4-F3		Fry Foundation Financial Report [Canvas]	DC	Financial Reporting	I	
4-G	Next Week's Assignment			Read Getting Funded Chapter 17; Upload your 3-page budget and budget narrative including at least 5 budget categories; Start on Common or other funding application responses www.PhilanthropyNW.org ; OR www.sba.gov ;	O	
Week 10: August 29	Developmental Readiness™; Fundraising/Other Resource Development					
9-A	Project Teams Check-in					
9-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	
9-C	Gifts-in-kind, earned income, special events, annual funds, etc.		DC; Teams	Design a special event in groups	I	
9-D	Student Presentations		Teams or Individual			

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			Students			
9-E				Turn in Final Common or other funding Application DRAFT	O	

Week	Class	Date	Time	Online
	1	8/1/20	9 AM-4:20 PM	Online
	2	8/8/20	9 AM-4:20 PM	Online
	3	8/15/20	9 AM-4:20 PM	Online
	4	8/22/20	9 AM-4:20 PM	Online
	5	8/29/20	9 AM-4:20 PM	Online