

**Course Syllabus**  
**GRANT: Step By Step: How to Write a Winning Grant Proposal**

**Week 1. Introduction to Grant Writing**

In Week 1 we will approach grant writing from a macro perspective. We will start by looking at factors that shape the context of a grant proposal. The majority of our readings will involve a detailed examination of these factors. We will also explore the steps that need to be taken in preparing a grant proposal. Next week, we will turn our attention to the internal structure and content of a grant proposal.

**Week 2. Anatomy of a Grant Proposal**

In Week 2 we will shift from the macro to the micro perspective. Starting with the anatomy of a funding proposal and its various components we explore how to prepare a well-organized, well-developed, customized proposal in response to funder guidelines. While we will look at these components individually, it is important to note that a proposal is more than the sum of its parts. What really matters is how the various components work together to convey a compelling request and how well you comply with the funder's instructions.

**Week 3. Writing the Proposal Part I: Needs Statements, Goals, and Objectives**

In Week 3 we will move directly into the writing process by examining the first four parts of a typical proposal: the introduction to organization, the needs statement, goals, and objectives. Each week you will add a new assignment to your previous week's work, building up to a complete proposal draft by the end of the course.

**Week 4. Writing the Proposal Part 2: Strategies and Methods**

In Week 4 we will build on the goals and objectives developed in Week 3, we will turn to the specific strategies or methods that must logically follow. You will learn how to link specific goals and objectives with strategies and methods and have an opportunity to start writing the strategies and methods section of your proposal.

**Week 5. Writing the Proposal Part 3: Budget and Sustainability**

In Week 5 we will discuss how to prepare a budget and narrative, with accompanying discussion of a project or program's future funding and sustainability. We will explore why it is important to think about a long-term funding strategy and have a clear plan for your project's sustainability. Students will also be introduced to the basic components of a project/program budget and begin to develop one for his or her own project.

**Week 6. Evaluation, Supplementary Materials, and Final Steps**

In Week 6 we will examine four topics about the completion of a funding proposal: 1) the evaluation component, 2) executive summary, 3) types of supplementary materials you may be asked to provide, and 4) the best practices for putting together the final proposal package.