

Professor: Dr. Becky Jo Gesteland

Class times: online

Office hour: T 4:30-5:30 pm (online) & by appointment

Contact information: 801-626-7083 (office); bgesteland@weber.edu

Course Description & Learning Outcomes

This class introduces you to the grant writing process and provides you with experience writing actual grant applications in collaboration with a local non-profit organization.

By the end of the class, you will know the basic elements of grant writing and be able to

1. Identify organizational needs
2. Research appropriate funding sources
3. Plan, develop, and write grant proposals

Also, since this is a community-engaged learning (CEL)-designated class, we will be working toward one of the four [CEL outcomes](#):

Civic Skills: Solve and/or increase awareness of some civic problem.

Community-Engaged Learning (CEL) Project

The bulk of your work this semester involves community-engaged learning, specifically working as a team with a community partner (CP). As a class, we will explore various theories and applications of grant writing, then as a team, you will write a proposal to me, develop a grant-writing product with your community partner, and present your experience to the class. Thus, you will apply the skills gained in this class to an actual organization, assisting in the creation of grant-writing products that serve a definite need in the community.

The CEL component requires at least 20 hours of “service,” which includes all meetings with your team and your community partner, any research associated with the grant-writing process, and the time spent writing the grants. In other words, the 20 hours accumulate quite rapidly.

Please complete the [CCEL Training Modules](#) to help better prepare you to work with the community. The first video goes over the basics of [GivePulse](#). Once you've completed the training modules, you may pick up a shirt from the CCEL office (SU 324).

I have established partnerships the following organizations. If you'd like to work with a different community partner, please check with me.

1. Eden Streets
2. Ogden Nature Center (ONC)
3. Ogden-Weber Community Action Partnership (OWCAP)
4. Soroptimist International of Ogden
5. Turn Together Foundation
6. Your Community Connection (YCC)

Academic Dishonesty (Cheating and Plagiarism)

As part of the Student Code ([PPM 6-22](#), 6.4.2), you are expected to be academically honest and ethical. Academic dishonesty includes: cheating; plagiarizing; colluding with others to be dishonest; falsifying information; giving, selling, or receiving unauthorized course or test information; using a tool or other aid not explicitly permitted by your instructor like generative AI (e.g. ChatGPT) to complete assignments or exams; or infringing on others' copyrights and intellectual property. Academic dishonesty can have serious consequences in the class and/or at WSU. Be sure, if you borrow an idea, to express it in language entirely your own and let the reader know the idea's source in a citation note.

ADA Note

If you require accommodations or services due to a disability you *must* contact [Services for Students with Disabilities \(SSD\)](#) in room 181 of the Student Services Center. SSD can also arrange to provide course materials (including the syllabus) in alternative formats if necessary. For more information about the SSD, contact them at 801-626-6413 or ssd@weber.edu.

Assignments & Grades

All assignments are due by midnight. Specific criteria will be provided for each assignment.

Individual Assignments – 50 %	Points possible
Discussions (10 @ 10 points each)	100
Training modules (through CCEL)	50
Letter of inquiry (LOI)	100
Status update	100
Cover letter	100
Abstract	50
Final report	100
Collaborative Assignments – 50 %	
Proposal – to professor	100
Grant writing product – for community partner	300

At the end of the semester, I will add up the points you've received on the above assignments and convert them to a letter grade based on the following scale.

A = 94-100	B = 84-86	C = 74-76	D = 64-66
A- = 90-93	B- = 80-83	C- = 70-73	D- = 61-63
B+ = 87-89	C+ = 77-79	D+ = 67-69	E = 0-60

Class Materials

You have one required text this semester, which is available through the WSU Bookstore.

The Only Grant-Writing Book You'll Ever Need, 5th Edition. 2019. Karsh & Fox.
ISBN: 9781541617810

Core Beliefs

According to PPM 6-22 IV, students are to “[d]etermine, before the last day to drop courses without penalty, when course requirements conflict with a student's core beliefs. If there is such a conflict, the student should consider dropping the class. A student who finds this solution impracticable may request a resolution from the instructor. This policy does not oblige the instructor to grant the request, except in those cases when a denial would be arbitrary and capricious or illegal. This request must be made to the instructor in writing and the student must deliver a copy of the request to the office of the department head. The student's request must articulate the burden the requirement would place on the student's beliefs.”

Emergency Closure

If for any reason the university is forced to close for an extended period of time, we will conduct our class via WSU Online. Look for announcements through the class website and your Weber email account.

Technical Support

All assignments must be submitted to [Canvas](#). If you have any technical difficulties, please consult the experts. For

- Technical assistance, contact the IT Help desk 801-626-7777 or csupport@weber.edu
- Canvas-related issues, contact WSU Online Help desk 801-626-6499 or wsuonline@weber.edu

Schedule

Notes:

- the most recent schedule is on [Canvas](#)
- OGWB refers to *The Only Grant-Writing Book You'll Ever Need*

Date	Details
Thu Jan 11, 2024	Discussion Topic Discussion 1: Prerequisites + Who Am I? (Lesson 1)
	Discussion Topic Introductions
Mon Jan 15, 2024	Calendar Event MLK HOLIDAY
Thu Jan 18, 2024	Discussion Topic Discussion 2: What is a Grant? + Application Packages (Lessons 2 & 3)
Thu Jan 25, 2024	Assignment Training modules
Sun Jan 28, 2024	Assignment Proposal --> to professor
Thu Feb 1, 2024	Discussion Topic Discussion 3: Getting Ready to Write + Intangibles (Lessons 4 & 5)
Thu Feb 8, 2024	Discussion Topic Discussion 4: Time to Write + Writing with Style (Lesson 6)
Sun Feb 11, 2024	Assignment Letter of inquiry (LOI)
Thu Feb 15, 2024	Discussion Topic Discussion 5: The Need + Goals & Objectives (Lessons 7 & 8)
Mon Feb 19, 2024	Calendar Event PRESIDENTS' DAY
Thu Feb 22, 2024	Discussion Topic Discussion 6: A Winning Program + Partners & Coalitions (Lessons 9 & 10)

Date	Details
Sun Feb 25, 2024	Assignment Status update
Thu Feb 29, 2024	Discussion Topic Discussion 7: Evaluation + Budget (Lessons 11 & 12)
Mon Mar 4, 2024	Calendar Event SPRING BREAK
Tue Mar 5, 2024	Calendar Event SPRING BREAK
Wed Mar 6, 2024	Calendar Event SPRING BREAK
Thu Mar 7, 2024	Calendar Event SPRING BREAK
Fri Mar 8, 2024	Calendar Event SPRING BREAK
Thu Mar 14, 2024	Discussion Topic Discussion 8: Sustainability + Capacity (Lessons 13 & 14)
Thu Mar 21, 2024	Discussion Topic Discussion 9: Front & Back (Lesson 15)
Sun Mar 24, 2024	Assignment Cover letter
Sun Mar 31, 2024	Assignment Abstract
Thu Apr 11, 2024	Discussion Topic Discussion 10: After the Proposal (Lessons 16-18)
Sun Apr 14, 2024	Assignment Final report
Sun Apr 21, 2024	Assignment Grant writing product --> for community partner
