

Professor: Dr. Becky Jo Gesteland

Class times: online

Office hours: by appointment

Contact information: 801-626-7902 (office); bgesteland@weber.edu

Course Description

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

Learning Outcomes

The MENG Program is dedicated to helping students master the following learning outcomes. This class focuses specifically on LO 1, 2, 5, and 6 (highlighted below).

LO 1: Gather, analyze, and communicate information and insights creatively and critically.

LO 2: Cultivate skills in close reading, critical thinking, creative expression, and persuasive writing.

LO 3: Understand and apply various theoretical perspectives and discipline-specific terminology to interpretations of texts and /or analysis of data.

LO 4: Acknowledge and articulate the significance of key text(s) in specific genres, periods, cultures, styles, or theoretical perspectives.

LO 5: Demonstrate knowledge of current scholarship and practices.

LO 6: Employ discipline-specific conventions and protocols for written or multimodal presentations.

Absence policy

Since this is a graduate class, your attendance is extremely important. You will lead discussions, present your research, and provide feedback on classmates' work in every class. Any absences will decrease your grade substantially.

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

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 30 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 30 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. Soroptimist International of Ogden
3. Your Community Connection (YCC)

Core Beliefs

Faculty members teach in line with the best standards of their discipline and choose materials appropriate to help the class master expected course outcomes. A student may disagree with course content, but unless the content conflicts with a student's core beliefs, students are expected to engage professionally. If after reading the syllabus and class program, you expect there will be a conflict with your core beliefs, you should consider withdrawing from the class before the last day to drop classes without penalty. If you find this solution unworkable, you may request a resolution from the instructor, in writing with a copy to the department chair, explaining what burden the class requirement would place on your beliefs. Students who are not satisfied with the outcome may seek assistance through the [Office of Equal Opportunity](#).

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.

Late Work Policy

All assignments are due by midnight. I will deduct one point for each day past the deadline and will close the assignment after seven days. However, you will have a grace period of 24 hours for each assignment, discussion, etc.—no questions asked. I commit to returning comments and grades within one week of the submission deadline.

Technical Support

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

WSU Online:

- Phone: (801) 626-6188
- Email: lmssupport@weber.edu

New after-hours support, available 24/7:

- Phone: (877) 215-0831
- Email: support@instructure.com
- Live Chat: Accessible via the Help menu in Canvas.

Workload

You should expect to dedicate 3-4 hours outside of class for each hour in class. That means ~18-24 TOTAL hours per week. Many of these hours (~30 for the semester) will involve collaborating with your community partner.

Discussions

Weekly discussion posts and replies to your peers that respond to various readings.

Training Modules

Eight online CCEL Training Modules that help prepare you to work with the community.

Letter of Inquiry (LOI)

Short letter to a potential funder that explains the current situation, project plan, qualifications, and costs.

Status Update

Brief report to me about your progress on the grant-writing product for your community partner.

Cover Letter

Cover letter to a potential funder that introduces a complete grant-writing proposal.

Abstract

Abstract to a potential funder that summarizes a complete grant-writing proposal.

Final Report

Formal report that analyzes your experience collaborating with a community partner on a grant-writing product.

Proposal

Proposal that describes your community partner's grant-writing needs and how you propose to fulfill them (the grant writing product).

Grant Writing Product

The parameters for this product will be determined in collaboration with your community partner and outlined in your proposal to me.

Schedule

Notes:

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

Date	Details
Fri Aug 30, 2024	Discussion Topic Discussion 1: Prerequisites + Who Am I? (Lesson 1)
	Discussion Topic Introductions
Mon Sep 2, 2024	Calendar Event LABOR DAY
Fri Sep 6, 2024	Assignment community partner selection
	Discussion Topic Discussion 2: What is a Grant? + Application Packages (Lessons 2 & 3)
Fri Sep 13, 2024	Discussion Topic Discussion 3: Getting Ready to Write + Intangibles (Lessons 4 & 5)
	Assignment Training modules
Fri Sep 20, 2024	Assignment Proposal --> to professor
Fri Sep 27, 2024	Assignment Discussion 4: Writing with Style (Lesson 6)
Fri Oct 4, 2024	Assignment Letter of inquiry (LOI)
Fri Oct 11, 2024	Discussion Topic Discussion 5: The Need + Goals & Objectives (Lessons 7 & 8)

	Assignment Status update
Fri Oct 18, 2024	Calendar Event FALL BREAK
Fri Oct 25, 2024	Discussion Topic Discussion 6: A Winning Program + Partners & Coalitions (Lessons 9 & 10)
	Assignment Cover letter
Fri Nov 1, 2024	Discussion Topic Discussion 7: Evaluation + Budget (Lessons 11 & 12)
Fri Nov 8, 2024	Discussion Topic Discussion 8: Sustainability + Capacity (Lessons 13 & 14)
	Assignment Abstract
Fri Nov 15, 2024	Discussion Topic Discussion 9: Funders Roundtables
Fri Nov 22, 2024	Assignment class evaluation
	Discussion Topic Discussion 10: Reflection
Thu Nov 28, 2024	Calendar Event THANKSGIVING
Fri Nov 29, 2024	Calendar Event THANKSGIVING
Fri Dec 6, 2024	Assignment Final report
	Assignment Grant writing product --> for community partner

	Assignment log hours
Mon Dec 9, 2024	Calendar Event FINALS
Tue Dec 10, 2024	Calendar Event FINALS
Wed Dec 11, 2024	Calendar Event FINALS
Thu Dec 12, 2024	Calendar Event FINALS