

HOFSTRA UNIVERSITY
RES 387

Dr. Andrew Grant
Thursday 6:20-8:10

Winter 2002
Section A

SKILLS IN FUNDING AND PROPOSAL DEVELOPMENT:
GOVERNMENT, FOUNDATION AND CORPORATE

This course is intended for graduate students interested in the acquisition and management of grants. It deals with what grants are, who gets them, how to get them and what their impact is upon public and non-profit management, especially in the area of health administration.

The course has two basic objectives. The first is to provide a framework of analysis regarding a major component of American public administration - the grants-in-aid process. Students will be expected to demonstrate an understanding of intergovernmental funding in the historical and theoretical contexts of American public administration. The role of private philanthropy will also be a major course thrust.

The second course objective is to give the student an introduction to the practitioner's skills required for the identification and acquisition of grants. This will be accomplished by utilizing an individual grant proposal as the major written assignment for the course. In this manner, the elements of theory and practice will be integrated and allowed to support each other in the learning experience.

Required Textbooks

1. **Author(S)** Geever, Jane, C. and McNeill, Patricia
Title: *The Foundation Center's Guide To Proposal Writing; Third Edition*

2. **Author(S)** Seltzer, Michael
Title *Securing Your Organization's Future; Revised and Expanded Edition; The Foundation Center*

Computer Accounts and Lab

All students have been assigned Hofstra e-mail accounts that can be accessed through the Hofstra Blackboard Program. If you have other internet or e-mail access and would like me to use an address other than that at Hofstra, please let me know via an e-mail message.

Course Outline

- 09/05** Introduction-Course requirements; introduction to proposal writing assignment; what grants are; the national, state and local roles in the federal system. Orientation to Hofstra Computer Center and use of Internet. **Assignment: Access e-mail and the world wide web. Begin reviewing resources related to grants.**
- 09/12** Historical and Theoretical Perspectives; Government Grants - Types. Introduction to the Sponsored Projects Information System (SPIN). **Assignment: The US Constitution (in your e-mail and on web); Seltzer, pp. 1-151.**
- 09/19** Government, Foundation and Corporate Information Sources. **Assignment: Seltzer pp. 363-583. DUE: Proposal Topic**
- 09/26** Searching the World Wide Web for Funding Information
- 10/03** The Elements of a Proposal; Program Development, **Assignment: *The Foundation Center's Guide To Proposal Writing*, entire. Also check out The Foundation Center Online Library for some excellent proposal writing resources.**
- 10/10** Proposal Writing - Needs assessment/Credibility Statement;
- 10/17** Needs Assessment Writing Workshop Session
DUE: Needs Assessment Draft;
- 10/24** Applying to Private Foundations and Corporations.
DUE: Midterm Answers in E-Mail (by October 24)
- 10/31** Proposal Writing - Procedures.,
- 11/07** Guest Presentation — Obtaining Grants Through the Political Process
DUE: Procedures Section Draft
- 11/14** Proposal Writing - Budgets.
- 11/21** Proposal Writing - Evaluation, submission and follow-up. **DUE: Budget**
- 11/28** **Thanksgiving Day – No Classes**
- 12/05** Student Presentations
- 12/12** Proposal Review and Wrap-up. **(Final Papers Due)**
- 12/19** **Final Exam Session** - Meet in class at **6 PM** to distribute term papers; proceed to Borrelli's (1580 Hempstead Turnpike) for pizza, relaxation, discussion.

Term Assignments:**Midterm:**

The midterm questions will be distributed in e-mail and posted on the web site by **October 10**. Exams are due back to me in e-mail on or before **October 24**.

Term Paper:

Each student will be responsible for the preparation of a grant proposal, based on an actual or hypothetical case to be developed by the student. Papers are due on **December 12, 2002**.

Presentation:

Each student or team will make a presentation of approximately 10 minutes during the December 5 or December 12, class describing the work conducted during the semester. You should include a description of the project, how you researched and arrived at your final list of sources and the rationale for choosing them.

The structure for the paper will be the following:

Section 1 - A brief (one page) description of the **PROJECT**, including a discussion of the policy issues addressed by the project.

Section 2 - A discussion of the process followed to obtain the final list of funding sources.

Section 3 - The final (short) list of potential funding sources and justification for the inclusion of each.

Section 4 - The Proposal

Accessibility

Office Hours Arranged by Appointment

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agrant@parkerinstitute.org

Web Page: <http://www.grantservices.com/res387> - the web site contains this syllabus formatted as an interactive html document with links to the US Constitution, SPIN, the Foundation Center web site and the Long Island Community Foundation web site.

Grading:

Paper	40%
Midterm (to be submitted via e-mail)	25%
Class Participation	10%
E-mail Participation	10%
Oral Presentation	10%
Adherence to Due Dates	5%
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	100%