

Grant Proposal Writing  
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Available immediately before or after class or by appointment

The following schedule is **tentative and subject to change**.

- 5/19—6/23     *Proactive Grant Proposal Writing*  
These classes will cover the basic elements of a grant proposal—with an emphasis on developing problem statements, linear arguments, goals & objectives, outputs & outcomes. We will create a skeleton proposal and a one-page or letter proposal. Students will choose an organization and project—either real or made up for the first two grant projects.
- 5/19            *PSWR, Basics, Introductions*
- 5/26            *Skeleton Introduction/Outputs & Outcomes*
- 6/2             *Budget Basics & Logic Model*
- 6/9             *Skeleton Draft Due/Peer Review/Searching for Grants*
- 6/16            *Skeleton Revisions Due/Guest Speaker*
- 6/23            *Really Short Proposals/Alternative Proposals/Letters*
- 6/30            *Grant Match Assignment Due/Brief Presentations/Reactive Proposal Writing*
- 7/7—8/4       *Reactive Grant Proposal Writing, RFPs, supportive documents, attachments and reporting basics*
- 7/7             *Really Short Proposal Drafts Due/Peer Review/Federal Project Begins*  
Students will choose from a list of governmental or non-profit “identities” which they will use when writing a proposal for federal Victims of Crime Act funding utilizing the Criminal Justice Coordinating Council’s VOCA RFP. We will continue to explore proposal elements and design, as well as grant administration requirements.
- 7/14            *Narrative Tips, Sample Review, Proposal Attachments*
- 7/21            *Match & Federal Budget Basics*
- 7/28            *Federal Draft Due/Peer Review/”Ask the Funder”*
- 8/4             *Federal Revisions Due/ Grants Administration*

## **Evaluation**

*20% Class Participation:* Three hours makes for a long class! Each session will be more interesting if you participate in discussions and classroom exercises such as peer reviews and grant match assignments. Attendance is mandatory. Your participation grade will suffer if you miss more than one class.

*25% Skeleton Grant Assignment:* Writing quality, connection between need statement to project, objectives to evaluation, clarity of activities, clarity of logic model, and reasonableness of budget will contribute to grade.

*20% Really Short Proposal/Letter Proposal*

*35% Federal Application (VOCA/VAWA):* Writing quality, logical reasoning and argument, reasonableness of budgets, clarity of logic model, quality of attachments, use of statistics, demonstration of concepts covered during the semester will all contribute to the overall grade.

## **Accommodations**

*Disabilities:* Let me know if you have a disability that requires accommodations and we will make arrangements. <http://www.dissvcs.uga.edu/auxiliaryaidservices.html>

## **Etiquette and Policies**

*Class Etiquette:* Please be on time to class and return from breaks on time as well. Refrain from using cell phones, surfing the web, reading newspapers, etc. during class. If it becomes evident that students are abusing laptop privileges, computers will no longer be accepted in class. Thank you.

*Deadlines:* Grant proposals must be turned in at the start of class (6:30pm by clock in classroom). No exceptions. **Your grade will suffer if a grant proposal is even slightly late.**

*Academic Honesty:* All academic work must meet the standards contained in “A Culture of Honesty.” Students are responsible for informing themselves about those standards before performing any academic work. <http://www.uga.edu/ovpi/honesty/acadhon.htm>