Collin College - Continuing Education
COURSE SYLLABUS

COURSE INFORMATION

Course Number: NONP 7225

Course Title: Grant Research and Development 101

Course Description: Strategic and specific grant writing helps align the identified needs of a nonprofit (and its clients) with funding sources, whether foundations, government agencies, corporations or individuals. This course offers a guide to the technical details of grant writing, an increasingly crucial method for raising money to fund projects and programs for nonprofits and other organizations. The course explores the relationship of grant writing to an organization's strategy for fundraising which is critical to running the business aspects of the non-profit organization. It also outlines the stages of grant writing and highlights grant writing best practices.

Suggested Course Prerequisite(s): Non-Profit Board and Volunteer Development

Course Resources: None

Student Learning Outcomes:
1. Learn the importance of grant writing for non-profits and other organizations seeking funding.
2. Outline stages of the grant writing process.
3. Discover how to research grant makers and available grants.
4. Learn the process of establishing relationships with potential funders.
5. Understand the importance of alignment between and nonprofit and funder's mission.
6. Explore tools and technical details critical in writing a successful grant proposal.
7. Learn techniques for following up after winning or losing a grant.
8. Outline best practices for grant writing.

Certification Notes: This is a certificate series.

Next course recommendation: Budgeting, Accounting, and Reporting for Non-Profits

Refund Policy: Please refer to www.collin.edu/ce/inforegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Course Sessions: Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Lesson Plan – by week or session:

Session 1:
Introduction and overview of the nonprofit industry to include State incorporation and application to IRS for 501c3 designation.
Discussion of the different types of grant applications and awards. Each student will be able to identify and understand the different types of funding available for nonprofit organization.
Developing a Nonprofit Business Plan - Each student will identify their specific mission of starting the nonprofit organization. There will be a handout (A Questionnaire Form).
Homework assignment will be to complete the Questionnaire Form

Session 2:
Students will be able to get access to grant search engines to research grant opportunities. They will familiarize themselves with the different types of research tools of the trade. Introduction to the grant proposal and the application process. Learn and develop the basic elements of a Grant application.

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.