

PAD 623-001
Grant Research, Writing & Management
Fall 2021

- Instructor:** Dr. Julie Cencula Olberding
- Class structure:** Online with some synchronous meetings (Mondays 6:30 to 9 p.m.) and asynchronous activities; August 23 through December 17.
- Office Address:** 573 Founders Hall
- NKU E-mail:** olberdingj@nku.edu
- Office Phone:** (859) 572-1953
- Office Hours:** Online office hours will be held via Zoom on Tuesdays and Wednesdays, 12 to 2 p.m. and other times by appointment. Here's the link to the Zoom office hours: <https://nku.zoom.us/j/95472794835>. Also, I can meet in my NKU office, if you'd prefer. Even with the Tuesday/Wednesday office hours, it is helpful to inform me when you plan to visit, as other commitments (including visits from other students) happen during these times.

Course Description: This course is designed to help develop knowledge and skills in grant management for students with a career path or goals in nonprofit organizations, government agencies, and related areas. It takes a practical, hands-on approach to grant systems and processes, including research, writing, and management. Topics include identification of potential funding sources such as government agencies, charitable foundations, and corporations; development of requests for proposals and application guidelines; and best practices for implementation and reporting.

Student Learning Outcomes:

Course SLOs: Upon completion of this course, students will:

- learn and analyze the financial resources available to nonprofit organizations and government agencies, particularly grants from charitable foundations and corporations;
- apply concepts and methods related to the various processes of grant management, including grant research, proposal and budget development, evaluation design, and reporting; and
- design and develop service-learning projects related to grant management in partnership with an existing nonprofit organization or government agency.

Program SLOs: Upon completion of this course, students will:

- develop skill sets that demonstrate the ability to acquire and and manage financial and other resources; and
- enhance skill sets that allow for the analysis and synthesis of critical thinking and problem solving.

Department SLOs: Upon completion of this course, students will:

- illustrate competencies needed to function in a discipline-related career, particularly in public service (career preparation); and
- demonstrate competency in written and oral communication (effective communication).

Required Materials:

- Hall, Jeremy L. 2010. *Grant Management: Funding for Public and Nonprofit Programs*. Sudbury, MA: Jones and Bartlett Publishers.
- Additional readings, videos, podcasts, etc. on Canvas. Be sure to check there at least once a week, if not more.

Class Structure: This is an online class with some synchronous meetings (Mondays 6:30 to 9 p.m.) as well as asynchronous activities. The course materials are organized in Canvas by modules, usually in two-week blocks. Please be sure to set notifications and reminders for the synchronous meetings so that you participate and engage in them. (See the “Student Participation” policy on page 5 on this syllabus.) Here’s the Zoom link for the synchronous meetings: <https://nku.zoom.us/j/96263554894>.

Canvas: This class utilizes the [Canvas learning management system at NKU](#), and it is the student’s responsibility to have access to this program. Students should find Canvas and all other course content accessible regardless of their operating platform or Internet connection employed. All assignments will be submitted for grading via the denoted assignment link on Canvas, unless otherwise noted. Canvas resources including easy-to-use guides can be found on [this NKU web site](#). All technical questions should be directed to the University Help Desk at (859) 572-6911 or the Norse Tech Bar at University Center 252.

Course Assignments

This course uses different types of assignments to support various styles of learning and to promote deeper levels of learning. Here is a brief overview of the assignments and their weighted values:

Grant-Making / Student-Philanthropy Projects	20
Article Presentation & Discussion	10
Content Quiz #1	20
Initial Service-Learning Project	10
Content Quiz #2	20
<u>Final Service-Learning Project</u>	<u>20</u>
Total	100

The following is a brief description of each assignment that will be assessed:

Grant Making / Student Philanthropy Projects: Our class has been selected for both the “indirect giving” model and “direct giving” model of NKU’s Mayerson Student Philanthropy Project. These hands-on experiences will help us learn more about grant making and, in turn, give us insight into grant research and writing. For the indirect giving component, we will work in partnership with the Duke Energy Foundation, reviewing and assessing grant applications submitted by local nonprofit organizations. For the direct giving component, the Greater Cincinnati Foundation has designated a \$1,000 grant for our class to select a nonprofit organization in Northern Kentucky. The plan is that we will select a nonprofit from the Duke applications but, depending on the pool, we may need to adapt and adjust this plan. More information will be provided in the early weeks of the semester.

Article Presentation & Discussion: In addition to the *Grant Management* textbook, the instructor will identify recent articles on relevant and current topics in trade publications, such as *The Chronicle of Philanthropy* and *Philanthropy Today*, and other publications. Each student will be assigned to an article during a particular week in the semester when a synchronous meeting is scheduled. During that

meeting, the student will provide a brief overview of their article (5 minutes) and then lead discussion and/or activities to engage students (10-15 minutes).

Content Quiz #1: This is a written assignment that each student should complete individually, not as a group. It will involve a mix of items that require students to use and apply information and ideas from assigned readings, class discussions, and guest speakers during the first half of the course. Students will not meet in the classroom this week; rather, they will use the time toward completing this assignment.

Initial Service-Learning Project: Students in this class will work on a service-learning project for a small nonprofit organization in the Northern Kentucky and Greater Cincinnati region, identified by the instructor. The instructor will organize the class into small groups or teams, generally consisting of two to four students. Based on the organization's needs, each group's final work product or "deliverable" may focus on researching grant opportunities, drafting a grant proposal or application (including a budget), developing an evaluation plan, or something else. The content and format of all deliverables should be discussed with and approved by the instructor.

Content Quiz #2: As with Content Quiz #1, this is a written assignment that each student should complete individually. It will involve a mix of items that require students to use and apply information and ideas from assigned readings, class discussions, and guest speakers during the second half of the course. Students will not meet in the classroom this week; rather, they will use the time toward completing this assignment.

Final Service-Learning Project: This is the final product that represents each student group's work on grant management for their organizational partners. (Again, the content and format of all deliverables will be discussed with and approved by the instructor.) Each group will submit an electronic version of their deliverables and give an oral presentation during our final synchronous class meeting, preferably with PowerPoint or some other visual/graphic presence. Each student's grade on the Final Service-Learning Project will involve assessments by the instructor, organizational representative(s), members of their group, and a self-evaluation.

Assignment Submission: All assignments should be submitted for grading via the denoted assignment links on Canvas, unless otherwise noted. It is expected that they will be submitted on or before the due date and time. The grade for each assignment will drop by one letter for each day that it is late. If an assignment is submitted a week or more late, then there may be no points earned for it.

Grading Scale: The following grading scale which will be applied to the total points available to students in this course:

A = 93.00 - 100.00%	B- = 80.00 - 82.99%
A- = 90.00 - 92.99%	C+ = 77.00 - 79.99%
B+ = 87.00 - 89.99%	C = 70.00 - 76.99%
B = 83.00 - 86.99%	F = 0.00 - 69.99%

Tentative Schedule: The following is a tentative schedule of activities including readings from the text book. There will be additional readings, videos, podcasts, etc. on Canvas. Be sure to check there at least once a week, if not more.

Dates	Weeks, Readings, Assignments
8/23-8/29	<p>Week 1 – All <u>asynchronous</u> activities this week ... no class meeting!</p> <p>“Introduction,” Chapter 1, <i>Grant Management</i></p> <p>Online introductions: Initial post by Thursday; at least two responses by Sunday.</p> <p>Last day to drop with a 100% tuition adjustment: Monday, August 30.</p>
8/30-9/12	<p>Weeks 2-3</p> <p>“Turning the Table: It Is Better To Give Than Receive,” <u>Chapter 11</u>, <i>Grant Management</i></p> <p>Synchronous on 8/30: Grant Making / Student Philanthropy activities.</p> <p>Asynchronous during Week 3: NKU is closed on Monday, September 6 in recognition of Labor Day.</p>
9/13-9/26	<p>Weeks 4-5</p> <p>“The Search for Funding,” Chapter 2, <i>Grant Management</i></p> <p>“Planning and Preparation,” Chapter 3, <i>Grant Management</i></p> <p>Synchronous on 9/13: First Meeting with Service-Learning Community Partners.</p> <p>Synchronous on 9/20: Grant Making / Student Philanthropy activities.</p> <p>Last day to drop with 50% tuition adjustment and no grade on transcript: Tuesday, September 14.</p>
9/27-10/10	<p>Weeks 6-7</p> <p>“Developing the Grant Budget and Budget Narrative,” Chapter 4, <i>Grant Management</i></p> <p>Asynchronous during Week 6: Service-Learning Projects research and writing.</p> <p>Synchronous on 10/4: Guest Speaker; Article Presentations & Discussions.</p>
10/11-10/24	<p>Weeks 8-9</p> <p>“The Grant Proposal Narrative,” Chapter 5, <i>Grant Management</i></p> <p>Synchronous on October 11: Second Meeting with Service-Learning Partners.</p> <p>Asynchronous during Week 9: Online Content Quiz #1; due Sunday, October 24.</p> <p>NKU Fall Break is October 18-19 (Monday-Tuesday).</p>
10/25-11/7	<p>Weeks 10-11</p> <p>“Evaluating Grant Programs,” <u>Chapter 10</u>, <i>Grant Management</i></p> <p>“Miscellaneous Forms and Documentation,” Chapter 6, <i>Grant Management</i></p>

Synchronous on 10/25: Guest Speaker; Article Presentations & Discussions.

Synchronous on 11/1: Service-Learning Project check-ins and meetings.

Last day to drop a course with a “W” grade: Monday, November 1.

11/8-11/21

Weeks 12-13

“Submitting Your Grant,” Chapter 7, *Grant Management*

“The Decision Process and Beyond,” Chapter 8, *Grant Management*

Synchronous on 11/8: Guest Speaker; Article Presentations & Discussions.

Asynchronous during Week 13: Submit **Initial Service Learning Projects** by Monday, November 15.

11/22-11/28

Happy Thanksgiving Week!

No readings or assignments.

11/29-12/15

Final Weeks

“Basics of Grant Management,” Chapter 9, *Grant Management*

Asynchronous during Week 14: Online Content Quiz #2; due Sunday, December 5.

Synchronous on 12/6: Service-Learning Project presentations.

Final Service-Learning Projects: Submit by Wednesday, December 15.

Course Policies:

Student Participation: Participation in the course is each student’s responsibility, and it is vital to their understanding of the course material and overall performance. Participation is generally defined as regular attendance and discussions (or the equivalent engagement in online activities), proper class preparation, and assignment completion in the format requested and in a timely manner. Participation also refers to regular monitoring of and responding to electronic contact by professors via email, Canvas, or other means.

Student Accommodations: The University is committed to making reasonable efforts to assist individuals with disabilities in their efforts to avail themselves of services and programs offered by the University. To this end, Northern Kentucky University will provide reasonable accommodations for persons with documented qualifying disabilities. If you have a disability and feel you need accommodations in this course, you must present me a letter from the Office for Student Accessibility (OSA, SU 303) indicating the existence of a disability and the suggested accommodations. More information on OSA can be found at <https://inside.nku.edu/osa.html>.

Communication: Students should check their Canvas course and messages regularly. Students may expect responses to emails from me within 24 to 48 hours. It is my hope that if you have concerns regarding the course, you will reach out to me to discuss the issue so we may address it.

Student Behavior: An important part of this course is taking varied opinions and life experiences into consideration. Therefore, it is critical that students listen to and respect one another. If I observe behaviors that could be considered disrespectful or demeaning, I will reach out to those involved immediately, and we will have a larger discussion about the matter as a class.

Allied Zone: I am a member of the Allied Zone community network, and I am available to listen and support you in a safe and confidential manner. As an Ally, I can help you connect with resources on campus to address problems you may face that interfere with your academic and social success on campus as it relates to issues surrounding sexual orientation and gender identity. My goal is to help you be successful and to maintain a safe and equitable campus.

Name and Pronoun: I will gladly honor your request to address you by an alternate name and/or your preferred honorific, and use your preferred gender pronouns. Please advise me of these early in the semester so that I may make appropriate changes to my records. (My gender pronouns are she and her.)

Changes in the Syllabus: The syllabus is a projection of my expectations for this course. I reserve the right to modify the syllabus in order to adjust to changing circumstances, and will notify students of any modifications via Canvas announcements and messages. Changes in the course schedule may happen frequently, so you need to keep abreast of these changes regularly.

Credit Hour Policy Statement: In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work; for a 3-credit course, this is at least nine hours per week of concentrated attention. This work include, but is not limited to, class meeting time, reading, reviewing, organizing notes, studying, and completing assignments. Estimates of the time required for a student to complete this course are:

Online synchronous meetings: 2.5 hour x 9 weeks	=	22.5 hours
Online asynchronous activities	=	12.5 hours
Required readings, student philanthropy, service learning, etc.:	=	100.0 hours
Total	=	135.0 hours

Reporting Attendance: NKU students are expected to attend the first scheduled class session of each course for which they are enrolled. If a student does not attend the first day of class, the instructor may drop the student for non-attendance. For this course, each student must participate during Week 1 in the Online Introductions during Week 1; if not, they may be dropped for non-attendance.

Other University Policies: For information on university-wide policies governing students, please see the University Common Syllabus on the Canvas site for this course. It should be included in the same module as the course syllabus.