Class Dates: (Look carefully, some dates have been added) January 14, January 28 (former students, Project Presentations), February 11 (Pepsi), February 25 (Grant Review Day), March 11 (St. Luke’s Foundation), March 25 (Nature Center), April 8 (make-up day if needed), April 22 (Class Presentations).

Speakers/Outing: Students will be expected to go to the foundation center during the course. We will also have a speaker from Pepsi, Non-Profit and a Foundation. Students are required to visit the Foundation Center and take there 2 hour seminar on grants writing.

Instructor: Gina Weisblat
E-mail address- Boo500@aol.com, Phone 216-229-5614
Office Hours: Call to set up an appointment
Location: Room 107, Urban Building

GRADING
A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 0-59
Late work will receive a lower grade for each day it is late.

UNIVERSITY POLICIES
Refer to the CSU Undergraduate Bulletin for policies and procedures for add/drop and withdrawal, grading (including incomplete), and other questions.

PHYSICALLY CHALLENGED
It is important that students with handicaps requiring special accommodations identify themselves to the instructor immediately so that we can seek appropriate arrangements.

STUDENTS WITH SPECIAL NEEDS
Persons anticipating needing special accommodations to take exams or complete assignments must identify themselves to the instructor by the end of the second week of classes. These include accommodations for physical handicaps, learning disabilities, and English as a second language.
**Course Description**
This course will focus on the elements and processes of program planning, proposal writing and program evaluation. The rational for this course is the organizational concern for planning, funding and accountability. Urban planners, public and nonprofit administrators are expected to identify and solve problems and to think and act strategically. In addition, planners and managers must possess the skills necessary to obtain funding and to determine the impact of a particular program and/or policy. Students will gain experience and skills through the development and writing of a proposal.

**Course Objectives**
By the conclusion of this course, students will be able to:
- Understand the program planning process
- Develop a project/program plan
- Understand and apply research principles and methods to needs assessment and program evaluation
- Design an evaluation plan
- Relate major trends and issues in public and nonprofit funding to the allocation decisions of government, corporate and foundation donors
- Identify and understand key components and practical steps for proposal preparation
- Demonstrate the skills to research plan and write a proposal
- Demonstrate familiarity with social, political and institutional change in the urban environment

**Course Methods**
This course will be taught in a seminar format. Class sessions will consist of assigned readings, lectures, guest presentations and group exercises.
Students are expected to attend class and participate in class discussions and exercises.

**Grading**
Grades will be assigned on the basis of the following percentages:
- Proposal and Presentation: 50%
- Funding Chart: 25%
- Foundation Finder: 25%

Students should refer to the CSU bulletin for procedures for drop-add, withdrawal, S/U grading and incomplete.

**Class Materials**
The following assigned manuals have been ordered and are available thorough the Cleveland State University Bookstore. Supplemental handouts will be distributed in class.
Kiritz, Norton, *Program Planning and Proposal Writing*
Attached is an “electronic book” FROM A SERIES OF INTERNET SITES

**Foundation Finder (25%)**

Go to the Foundation Center Web-Site (you may have to look else where for some of the foundation/corporation information) and complete the following steps, with print-outs of each to verify your work. This information should be compiled in a folder/binder, neatly labeled with tabs, index and a cover page.

1) Look up in the learning lab the glossary and read it.
2) Look up the short course on proposal writing and read it
3) Go to the frequently asked questions and find answers to the 15 most frequently asked questions at the Foundation Center.
5) Find the top foundations, corporations and community foundations by asset size and total giving (This is a list).
6) Find the RFP Bulletin and print out 3 different RFPs.
7) Find and print the Prospect worksheet
8) Find three articles (at least one page in length) on funding in various areas, and write a summary (1/2 to full page) on the key points learned from these articles.
9) Find and print out a 990Pf of one of the foundations or corporations that you research.
Funding Charts (25%)  

Students will collect information on ten foundations (These should be related to the area that you are seeking funds in). The information will then be compiled in a chart. Please see format example below. If you are unable to find the information needed, call the foundation. If you are still unsuccessful, please let me know. The charts will more then likely, fill two to three pages. Please, label each page with appropriate headings and number. We will discuss in class what each topic means and what the expectations are for each box. (This must be on disk as well).

<table>
<thead>
<tr>
<th>Foundation Name/Address</th>
<th>Mission</th>
<th>Type of Funding</th>
<th>Will Not Fund</th>
<th>Application Process</th>
<th>Funding Cycle</th>
<th>Special Instructions</th>
<th>Number of Proposals</th>
<th>Highs and Low averages</th>
<th>Geographic Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleveland Foundation</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>
(give CONTACT PERSON, address and phone/fax/E-mail)

Grant Proposal Assignment (40%)  

All students will be expected to write a proposal for class. The proposal will be turned in with the following sections:

1) Cover Letter (This is a must, regardless of grant qualifications)
2) Summary/Abstract
3) Introduction
4) Problem Statement or Needs Assessment
5) Goals and Objectives
6) Methods
7) Evaluation
8) Future or Other Necessary Funding
9) Budget/Budget Justification
10) Appendix
11) *LOI is optional. You can receive an additional five points on your proposal if you turn in a quality LOI. However, it will not hurt your grade if you choose not to do one.

All proposals should be in top presentation form. Do not forget table of contents, cover page, page numbering, tabs in-between appendix.
Each proposal must also include the guidelines for the foundation to which students are applying.*Proposal may vary from this outline, if approved in advance by class instructor. This might occur, for example, if foundation guidelines require a specific format.

**Presentations (10%)**

All students are expected to do a final class presentation. **no more then ten minutes** in length. The presentation will include:

1. Project Description, Goal and Objectives, Evaluation, Sustainability and Budget
2. Good organization
3. All presentations must be done in power point (help can be obtained in the computer lab)

**DUE DATES**

Foundation Center Assignment    February 11  
Foundation Chart      March 11  
Grant Project       April 22  
Presentation       April 22

***Students are encouraged to work in groups of two to four people for the grant proposal and presentation. Students are also encouraged to turn in drafts of their proposal and cover letter throughout the semester.

**GRADE DETERMINATION**

Funding Charts (25% of grade)
No heading    Loss of one-half grade
Missing pieces of information, or incorrect information
1-2   A-
3-5   B+
6-8   B-
9-11   C+
12-14   C
15-17   C-
18-20   D+
21-23   D
24-26   D-

All blatant errors and misinformation will lead to loss of a half or full grade as well
Proposal Grading (40% of grade)

1. Follow format requested by grantor or class  10 pts
2. Nice presentation form  5 pts
3. Sections (# will vary based on grant requirements)  50 pts
4. Budget  15 pts
5. Cover letter  10 pts
6. Appropriate attachments  10 pts

Each section will be graded based on criteria given during class lectures, or as noted in the guidelines given by the funder.

Foundation Finder Assignment (25% of grade)

1) Glossary  5 pts
2) Short Course  5 pts
3) FAQ  10 pts
4) Foundations  20 pts
5) Top 100  10 pts
6) RFP  5 pts
7) Prospect worksheet  5 pts
8) Articles  40 pts

A half grade will be dropped for each of the following: no cover, no tabs, no table of contents, no binder

Grant Presentation (10% of grade)

4. Project description  20 pts
5. Goal and objectives  20 pts
6. Evaluation  20 pts
7. Sustainability  20 pts
8. Budget  20 pts

WAC QUALIFICATION

To qualify as a WAC course, the following is stipulated:

1. Students must write a minimum of 2000 words in their proposals.
2. The required writing must be in at least 2 separate assignments or drafts. In other words, any student who wishes to receive this credit must turn in a draft of at least two parts of their proposal prior to the due date, as well as complete the summaries in the foundation assignment. FYI: (The instructor should give feedback to assist the students in preparing subsequent papers or drafts of papers. This must include feedback on the writing. It should not consist entirely of mechanical correction of punctuation and grammar.)

3. In order to receive a C or better in this course, the student must write at a satisfactory skill level (C or better). If the student's writing is weak, but shows an understanding of the course material, the student may be assigned a D, in which case WAC credit will not be received for the course.

4. Maximum enrollment for the course is 35.

5. In order to receive WAC credit, a C must be earned in the course.