

Micro-credential Syllabus

Instructor:

Virtual office hours:

Email:

Class Meeting: Twice a week synchronous meeting; Duration: 6 weeks

OBJECTIVES

IN THIS COURSE, STUDENTS WILL BE ABLE TO:

- Identify funding opportunities
- Gain knowledge of the grant writing process and lifecycle
- Understand funder's goals and criteria
- Use persuasive language
- Articulate significance and impact of the proposed project
- Create realistic and detailed budget

COURSE DESCRIPTION

In this virtual micro-credential, participants will learn how to craft successful grant applications. To achieve this goal, the following topics will be covered: identifying funding sources, understanding funder's requirements and criteria, adopting persuasive rhetorical strategies, crafting realistic budget and articulating proposal's significance. Through real-life examples, practice assignments and analysis, industry professionals will develop skills that capture funders' attention. Besides mastering grant writing fundamentals, the course emphasizes creating persuasive narrative that validates the need for funding. Participants will also learn to identify matching funds and design budgets from the funder's perspective.

The successful completion of this micro credential prepares participants to apply for various types of grants.

MAJOR ASSIGNMENTS & GRADE BREAKDOWN

The students will:

1. Attend synchronous lecture sessions and watch asynchronous videos online, read sample proposals/chapters/notes (per class requirement)
2. Complete homework assignments and participate in activities such as drafting a grant proposal in different successive phases, write a constructive review of the proposal, write to the reviewers' critics and evaluate classmates' proposals
3. Present their presentations in a professional and compelling manner

The breakdown of students' major assignments:

- Mock Grant Proposal (50%)
- Homework (30%)
- Presentation (20%)

MATERIALS

- Handouts and online resources

Mock Grant Proposal (50%)

Students will work in groups to create a complete grant proposal. This collaborative project will involve drafting a comprehensive document that simulates real-world grant writing. You will receive feedback from both your peers and the instructor throughout the process. The project will allow your group to practice the key stages of grant writing, including researching, planning, drafting, and revising, while also learning to incorporate necessary components such as letters, attachments, and visual aids.

The final document should not exceed 15 single-spaced pages of narrative text, excluding references and any supplementary materials. Your proposal should include the following elements:

1. A cover letter introducing the proposal.
2. An executive summary.
3. A detailed statement of need, including an analysis of the issue, an assessment of community needs, contributing factors, data on service gaps, and a review of past efforts to address the problem.
4. Background information on the context or organization.
5. Clearly defined goals and measurable objectives for the proposed programs or interventions.
6. A description of the methods and strategies to be implemented, including any evidence-based practices or services.

7. A visual timeline outlining the program's steps and schedule.
8. An evaluation plan to assess program effectiveness.
9. A sustainability strategy outlining how the program will continue after the grant period ends, including identifying at least five potential funding sources.
10. A logic model that visually connects the identified problem with proposed solutions, expected outcomes, and assessment tools.
11. A detailed budget and budget narrative explaining the rationale for each expense.

The proposal will be revised based on both instructor and peer feedback to ensure clarity, coherence, and alignment with professional grant-writing standards.

Homework 30%

Students will write 5 homework assignments that will progressively build on each other to guide them through the process of writing a grant proposal. Topics of the assignments are:

1. Identifying 3 potential funders and writing a problem statement
2. Writing a statement of need
3. Defining goals and objectives of the project
4. Developing a budget and evaluation plan
5. Developing a logic model

Presentation 20%

Students will prepare an 8-minute presentation with a strong opening, using storytelling and impactful statistics, outlining a clear problem and solution, and using visuals.

ATTENDANCE & PARTICIPATION

Students have to maintain active participation by attending online class and participating in in-class work both individually and in peers.

GRADING SCHEME

The course is graded on a **Satisfactory/Unsatisfactory** grading scheme, where a grade of **Satisfactory=>80%**. Students must actively and successfully complete all assignments with a grade of B or higher to earn a 'Satisfactory' grade.

