**PAD 5115: Effective Grant-writing for the Nonprofit and Public Sector**

**Grant Proposal and Reflection Paper**

The major assignment for this class involves writing a working grant proposal for a nonprofit organization in the greater Metro Denver area. Each student will be assigned to a nonprofit organization following the first day of class. Every attempt will be made to assign students to organizations that align with their interests. Each organization has been made aware of the requirements for the assignment, but some variation may exist in the grant proposals you will be writing. This variation will be captured and accounted for in your reflection paper in order to standardize the experiences of the students in the class for final grades.

1. Within a week of being assigned an organization, you need to have made contact and hopefully set up an initial meeting with the organization to begin gathering information. If you have not made this meeting or are having trouble making contact, please let me know ASAP.
2. The organizations are aware that you will be contacting them; you should plan on at least one in-person meeting and make arrangements on how you would like to follow up for more information and questions as you write the proposal.
3. Some of these organizations have identified funding sources, but some do not. If you assist in searching for an appropriate funding source for the proposal you are writing, please document that in your reflection paper.
4. You must complete a strong working draft of a proposal to be submitted to the professor and the organization by May 13th.

**\*\*\*\*If you are experiencing serious problems working with your organization, please let m know as soon as possible. This assignment is a major part of your grade; I will help you problem solve if serious issues arise. Some students may be assigned to the same organization-you can share research, but you must complete your own proposal, even if it is for the same program.\*\*\*\***

The proposal will vary depending on the nature of the funding source, but should range between 5-10 pages, with approximately 4-5 single spaced pages of substantive content (i.e. not appendices). The form of the proposal again will vary depending on the funding source, but should include such sections as:

1. Draft cover letter
2. Problem statement
3. Goals and objectives
4. Methods
5. Evaluation
6. Sustainability of the program
7. Budget

If one of these areas is not addressed, just make sure to account for this in your reflection paper and/or submit the request for funding along with your final proposal to the professor. For your reflection paper, this is designed to accomplish the following purposes:

1. Reflect on what you learned through writing a grant.
2. Detail your experiences working with your nonprofit organization—you should account for any communication challenges or any other logistical or operational challenges that arose.
3. Reflect on what you may do differently the next time that you write a grant proposal.

This paper should be between three to five double spaced pages and turned into the professor along with the proposal on May 13th.

The grading rubric for the proposal and reflection paper is as follows:

**Rubric for Grading:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Excellent | Good | Fair |
| **Core Proposal Components:** The grant proposal contains the common elements of a strong proposal; the elements are presented in sufficient detail for the satisfaction of the funding source requirements. |  |  |  |
| **Coverage of Idea:** The student presents a clear discussion of a proposed idea and clearly connects that idea and its need to their nonprofit organization. |  |  |  |
| **Logic of the Proposal:** To the best of the student’s ability, the proposal shows coherent logic in terms of the program model or request being presented and makes a clear case for funding. |  |  |  |
| **Proposal Writing Reflection:** Student has engaged in thoughtful reflection on his or her experience working with a nonprofit organization for grant-writing. Student acknowledges strengths of his or her experience and where improvement could be fostered in the future. Student demonstrates how the experience of grant-writing has informed the class material and how it may inform his or her practice in the public and nonprofit sector in the future. |  |  |  |
| **Organization and Clarity of Writing:** The proposal and paper are written with a strong linear narrative that allows the reader to follow the logic of the writer.  Writing is crisp, clear, and succinct. The writer incorporates the active voice when appropriate. The use of pronouns, modifiers, parallel construction, and non-sexist language are appropriate. |  |  |  |