



CONTINUING EDUCATION

Course Outline

Grant Writing Basics

Increase your chances for grant writing success. Primarily designed for non-profits, this introduction to grant writing will help you identify your organization's need, research the best potential funders, make pre-proposal contact with funders and complete an application. Topics include locating both private and governmental funding sources, writing a need statement and evaluating proposals.

Who Should Take This Course?

This course is designed for individuals with minimal or no experience writing grants for nonprofits, including volunteers, board members, and staff responsible for fundraising. Participants will take part in a number of exercises during the day and are invited to ask questions – general as well as those specific to their organization – as they arise.

Course Objectives

- Learn to assess the strengths and weaknesses of your agency's fundraising capacity
- Identify funders appropriate for your organization
- Read and interpret grant guidelines
- Understand what funders look for in a letter of inquiry
- Understand what is required in a standard grant application and attachments

Course Info

- Length: 6 hours
- Format: Classroom instruction and exercises
- Prerequisite: None

Course Content

- Overview of fundraising
- Assessing agency's grant readiness
- Resources useful for grant writers
- Public versus private grants
- Where to find funders
- Understanding grant guidelines
- Exercise in reviewing letters of inquiry
- Basic components of a grant application
- Attachments
- Tips of the trade

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your responsibility to sign-in.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.