



Grant Writing Basics Level 1

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 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 Continuing Education Unit (CEU) letter, **after the final session**. You must attend 80 percent of the course to qualify for the letter.* To request a CEU letter, please stop by the front desk after the last session of class and complete the CEU Request Form.

Certificates of Completion for Certificate Programs

Certificates of Completion are automatically given at the end of the certificate program to those who have registered for a certificate program series (or after Part 2 of the series, when applicable) as long as attendance* and other program requirements have been met. If you complete a certificate program by taking courses individually (not through a series), please stop by the front desk and complete a Certificate Request Form. Attendance requirements for certificate programs vary by certificate and can be found by visiting [Certificate Programs & Certifications](#) on our website.

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

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at dss@greenriver.edu; by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit www.greenriver.edu/student-affairs/disability-support-services.htm. 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.

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