

**Valdosta State University, Division of Social Work  
SOWK7860, Fall 2012  
3 Credit Hours**

**Grant Writing in Human Services**

**Instructor:** Diane Holliman, Ph.D.  
**Office:** Pine Hall, Room 206  
**Office Hours:** Friday *and*  
Saturday afternoons of web  
weekends (Aug 17-18; Sept 14-15; Oct 5-6;  
Nov 2-3; Nov 30-Dec 1)  
**Phone:** 229-249-4864 (Office); 229-560-8645 (Cell)  
**E-mail:** dhollim@valdosta.edu  
**Class:** Online and f2f meetings as scheduled; At  
Least **two** phone or face to meetings are  
Required as you are writing your proposal.

*Dr. Holliman will check blazeview each day M-F, and check cell phone and [dhollim@valdosta.edu](mailto:dhollim@valdosta.edu) messages daily and plans to return all messages within 24 hours. Dr. Holliman is available for face to face meetings on Friday and Saturday afternoons of web weekends, but please call or email to schedule an appointment first. Short text messages are okay, but please identify who you are (first and last name) when texting. If there are changes in instructor availability, she will let the class know in class or by blazeview.*

**CATALOG DESCRIPTION**

Provides knowledge, skills, and process of grant writing with an emphasis on human services in rural communities

**COURSE DESCRIPTION**

This course is an overview to grant writing for human service organizations. Grant writing skills will be presented and students will apply this knowledge and these skills by writing grant proposals.

**PREREQUISITE**

Concentration status for SOWK students or permission of department head for other graduate students

**RELATION TO OTHER COURSES**

This course builds upon theory from the Human Behavior in the Social Environment (6201, 6202) courses and practice from Generalist Practice (6301,6302) especially the macro courses (6202 and 6302). Advanced Practice (7300, 7310, 7320); the policy

courses (6400, 7400); and research courses (6500, 7500) also provide a base for this course. Skills learned in practicum courses (6600, 6700, 7611, 7612) and seminars (6610, 6710, 7630) are important to this course as well.

**Required Text:** Browning, Beverly Grant *writing for dummies, 4<sup>th</sup> edition, 2011.* John Wiley and Sons, Inc.

### **REQUIRED TECHNOLOGY**

Blazeview will be used for this course. Your documents will reside in the Blazeview course site, where you will find all handouts, and links to internet sites. Communication will be done in the course shell through graded and non-graded discussions and emails. For this course all assignments and discussions are due on **Sundays at 11:59 PM. Thus, the beginning of the course week is on Mondays.** It is recommended that you check into the course at least three times per week. This way you will be able to keep up with new materials, questions and comments that have been posted.

### **VSU BLAZEVIEW SUPPORT**

Valdosta State provides free technical support for students. If you need technical assistance with Blazeview, call the Help Desk at 229-245-4357 or email [helpdesk@valdosta.edu](mailto:helpdesk@valdosta.edu). You may also contact your instructor for assistance.

### **COURSE OUTCOMES**

This course is organized by outcomes that will provide focus, consistency, and clear evaluation criteria. Skills and knowledge that support achievement of the course outcomes will receive the majority of class time. These course outcomes are derived from the MSW program objectives, and will help you build toward achievement of those objectives. Lessons, materials, methods and assignments are organized toward your achievement of the objectives and toward what you as a student will be able to do differently, as a direct result of participating in the course:

#### **Upon completion of this course, students should be able to:**

1. Locate and critique funding sources for potential projects. *(this is covered in the text and this is part of your grant proposal).*
2. Evaluate the contextual elements of human service organizations as part of the process of developing strategies for grant writing. *(of course you will do this as you write the grant, but you also will be tested on this in the online exam)*
3. Utilize grant writing to challenge mechanisms of oppression and discrimination and to advance social and economic justice. *(You will do this by with your grant proposal; you also will be tested on this)*
4. Demonstrate professional communication skills in verbal and written form as they

are applied to grant preparation and presentation. *(You will do this through your grant proposal and your communications about the grant to the instructor and your colleagues)*

5. Manifest social work values, ethics, and methods in proposal writing as well as in planning, implementing and evaluating research and service projects. *(this will be done in your proposal and you will be tested on this)*
6. Apply grant writing skills to lead and shape the professional environment. *(this will be done with your grant proposal and you will be tested on this)*
7. Practice social work at increasing levels of complexity using grant writing as a specialized practice methods. *(Evaluated by your grant proposal and course discussions)*
8. Evaluate grant proposals professionally and critically; using a rubric and by providing written feedback. *(done through peer review)*
9. Demonstrate the ability to appropriately use feedback and peer review to strengthen a grant proposal. *(done through peer review and evidenced through the final draft of the grant)*

**COURSE POLICIES PARTICULARLY RELEVANT TO THIS COURSE *(Division of Social Work and VSU policies are listed at the end of the Course Schedule).***

#### **Written Work & Submission of Assignments**

- Your written work should show thoroughness, accuracy and professionalism. All work should be carefully proofread and corrected. Unless otherwise instructed, all assignments must be word processed, double spaced with numbered pages. Papers should use standard margins (one inch from the top, bottom, and sides).
- Late papers and discussions will lose one full letter grade (10%) for every 24-hour period they are late (including weekends). Five percent will be taken off of assignments that are less than 24 hours late.

#### **ASSIGNMENTS**

You will demonstrate your achievement of course outcomes through your submitted projects, exams and assignments.

##### **1. Graded Discussion and Modules in the course shell (100 points)**

Graded discussions will be graded on timeliness, writing, thoroughness, accuracy, effort, and attention to the directions. Evidence of interest in and

participation in the grant writing process also will be considered.

Modules will be sequenced throughout the course and in the course shell to correspond with the text and the steps of the grant writing process.

2. **Online exam**—This exam consists of multiple choice and true/false questions from the text, readings, online discussions and information posted in the course. This open book exam is worth **200 points**, and will be posted between September 10 and September 23. **(Due September 23 at 11:59 PM)**

Drafts of your grant proposals will be submitted in three sections. Rubrics will be provided for each section.

3. **Section 1 due October 7 (100 points)**
4. **Section 2 due October 14 (100 points)**
5. **Section 3 due October 21 (100 points)**

You will submit revisions of Sections 1 and 2 with Section 3, and this submission will be reviewed by a faculty reviewer and a peer reviewer in this class. Your name and any identifiers will be omitted from your submission for this review. You will receive your proposal to review by Saturday, October 27.

6. **Peer review due November 4 (200 points)**
7. **Final grant due December 2 (200 points)**

## **ASSESSMENT AND ASSESSMENT ISSUES**

### **GRADING SCALE**

- |          |  |
|----------|--|
| <b>A</b> | 900-1000 points  |
| <b>B</b> | 800-899 points   |
| <b>C</b> | 700-799 points (a "C" involves one deficiency point-See student handbook, p. 21)           |
| <b>D</b> | 600-699 points (a "D" involves two deficiency points-See student handbook, p. 21)          |
| <b>F</b> | Less than 600 points (an "F" involves three deficiency points-See student handbook, p. 21) |

I will need to inform your Advisor if your final grade falls below a "B."

**Please note:** Students should be aware of various issues that may adversely affect their grades and even their participation in the program. These regulations arise from legal codes, The Georgia Board of Regents, Valdosta State University, or the Valdosta State University Division of Social Work. All of them are listed in the Student Handbook at <http://www.valdosta.edu/sowk/documents/StudentHandbook07-08.pdf> IT IS VERY IMPORTANT TO READ AND UNDERSTAND ALL OF THE STUDENT HANDBOOK. Remember the “STATEMENET OF UNDERSTANDING” signed by all students (see pages 20-24).

Please contact me with any special needs or developing problems. I will help you all I can.

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### **COURSE SCHEDULE SOWK 7860**

**Note: The first face to face meeting of this course is required, and two face to face or phone meetings will be required as you are in the process of writing your proposal. Continuous participation is required, and phone or face to face meetings may be necessary. You are required to check into the course shell at least twice a week.** For this course all assignments and discussions are due on **Sundays at 11:59 PM. Thus, the beginning of the course week is on Mondays.** It is recommended that you check into the course at least three times per week. This way you will be able to keep up with new materials , questions and comments that have been posted.

#### **Unit 1**

**August 20 to August 26**

**Readings:** *Grant writing for Dummies, Introduction pp 1-6; Part I: Chapter 1: Grasping the Nuts and Bolts of Grant Writing pp 7-24; Chapter 2: Drawing up your road map pp 25-42; Chapter 3: Getting ready to write pp 44-54.*

*From Valdosta State University, The Office of Sponsored Programs And Research Administration.*

<http://www.valdosta.edu/ospra/index.shtml>

*Go to “Proposal Preparation and Submission” then to “Writing Guides” & to “Federal Agency Proposal Writing” Read (1) Developing and Writing Grant Proposals (2) EPA Grant writing tutorial (3) Grant Proposal Development (4) Grant Proposal Writing Tips (5) Tips on writing a grant proposal (6) All about grants and tutorials (7) Common Mistakes in NIH Applications (8) A Guide for proposal writing (9) Grant writing tips sheets (10) Quick Guide for Grant Applications*

**Unit 2** **Due: Introduction and discussion (due August 26, 11:59 PM)**  
**August 27 to September 2**

**Readings:** *Grant Writing for Dummies: Part II: Cultivating Your Grant Prospects, Chapter 4: Government Grants; Chapter 5 Federal e grants, Chapter 6 Foundation and corporate grants, Chapter 7 Grants for individuals and businesses Chapter 9 International Funders pp. 55-108.*

*From Valdosta State University The Office of Sponsored Programs And Research Administration.*

[http://www.valdosta.edu/ospra/WebResourcesforFundingOportunitiesandProposalWriting\\_000.shtm](http://www.valdosta.edu/ospra/WebResourcesforFundingOportunitiesandProposalWriting_000.shtm) Read: "Web Resources for Funding opportunities and proposal writing"

**Due: Community building and networking in Grant writing discussion (due September 2; 11:59 PM)**

**Evaluating the contextual elements of human service organizations as part of the process of developing strategies for grant writing discussion (due September 2, 11:59 PM)**

**Unit 3** **September 3-September 9**

**Readings:** *Grant writing for Dummies: Part III: Increasing your Odds of winning during dire times pp 109-148 & Part IV: Writing Winning Proposals pp 149-240.*

**Online exam opens September 10**

**Unit 4** **September 10 to September 16**

**Readings:** *Grant writing for Dummies: Part V: Wrapping Up the Submission and Follow up, pp 241-282*

**Continue online exam**

**Unit 5** **September 17 to September 23**

**Readings:** *Grant writing for Dummies: Part VI : The Part of Tens Pp 283-295*

**Online exam due September 23 (11:59 pm)**

**Unit 6** **September 24 to September 30**

**Discussions:** "Telling and Selling your story to write a compelling Proposal" & "Utilizing grant writing to challenge mechanisms of



## Final proposal due (December 2, 11:59 PM)

### DIVISION OF SOCIAL WORK and UNIVERSITY POLICIES

The goal of the Division of Social Work is to prepare students for the professional practice of social work. The Division requires students to adhere to professional practices and standards in all classes and practicum. These practices and standards are outlined in the MSW Student Code of Conduct which can be found on pages 23-27 of the current *MSW Student Handbook*. The Code of Conduct must be signed by all students beginning MSW students.

The following standards are not negotiable: Students may depend on well-planned classes and knowledgeable instructors. Professors are committed to the facilitation of student success. Learning is a complex phenomenon for which BOTH instructors and students are responsible. Evaluation criteria are stated clearly in the syllabus. However, if students have questions about grading, it is the students' responsibility to discuss these matters with their instructors. The course syllabus represents a contract between students and the instructor. Professors reserve the right to modify syllabi, and students will be notified in writing when such changes are made. Likewise, students are responsible for reading and following instructions on the syllabi.

**Class Attendance:** Because the MSW Program is a professional program, class attendance is **MANDATORY**. The Attendance Policy is extremely important and can be found in the current *MSW Student Handbook* on page 19. Students are expected to be on time for class and to return from breaks in a timely manner. Likewise, students are expected to participate in class discussions and activities.

**Submission of Assignments:** All assignments must be submitted ON TIME and IN THE MANNER directed by the faculty (e.g., brought to class, sent to an assignment drop box, etc). Deadlines are extremely important for professional social workers. Additional information about assignment submission is found in the Attendance Policy.

**Academic Honesty:** Plagiarism and other forms of academic dishonesty are not acceptable in a professional social work program. Students who engage in this type behavior risk failure on specific assignments, in the course, and possible dismissal from the MSW Program. Academic dishonesty is prohibited by the university as well as the Division of Social Work. The following link outlines [VSU's Academic Honesty Policies](#). The Academic Dishonesty Policy for the Division of Social Work is found in the *MSW Student Handbook* found as a link off the [Division web site](#).

**Incompletes:** Incomplete grades are given only in cases of extreme emergency with proper documentation, and are granted only with the prior approval of the instructor. Policies governing Incompletes are found in the *MSW Student Handbook*.

**Academic Performance:** Students are expected to maintain a 3.00 grade point average in the MSW Program. A discussion of all academic expectations and grading can be found in the *MSW Student Handbook*, including the Division's policy of Academic Deficiency Points given for grades lower than C.

**Cancellation of Classes:** The University President may cancel classes under specific emergency conditions. The most frequent cause of cancellation is inclement weather. Please check the main page of the VSU web site if you have concerns about inclement weather or an emergency situation: <http://www.valdosta.edu>

## **ADDITIONAL STUDENT INFORMATION**

**Technology Assistance:** Students having technology problems may contact the [Help Desk](#) (phone 229-245-4357) or e-mail a question at [helpdesk@valdosta.edu](mailto:helpdesk@valdosta.edu). The Help Desk is located on the 2<sup>nd</sup> floor of the Odum Library. Their hours are 8:00 AM – 9:00 PM, Mondays – Thursdays; 8:00 AM – 5:00 PM, Fridays; 11:00 AM – 5:00 PM, Saturdays; and 1:00 PM – 9:00 PM, Sundays. If students are having problems with VISTA, they may seek link to [Common Questions & Solutions](#) or use the [Vista Contact Form](#).

Students may also visit or call the Hub at 229-245-6490. The Hub is located in 2616 Odom Library and is available to help students with problems in VISTA courses. Students also should talk with their instructors if the technology problems are not easily resolved.

**Specific Learning Needs:** Students requiring classroom accommodations or modifications because of a documented disability should discuss their needs with the professor at the beginning of the semester. Students who are not registered with the Access Office for Students with Disabilities should contact [VSU's Access Office](#) or call 229-245-2498 (229-219-1348 for TTY). The office is located in Room 1115 Nevins Hall.

**Students Experiencing Academic Difficulties:** Students with academic concerns are strongly encouraged to contact the staff of the [Student Success Center](#) or call them at 229-333-7570. The Student Success Center is located on first floor of Langdale Hall on the main VSU campus. Services provided by the Success Center include tutoring, writing assistance, and help with time management. Students are encouraged to make appointments with Center Staff through the web link or by telephone. The Center is available to all VSU students, and evening appointments are available.

**Additional services:** The [Counseling Center](#) (phone 229-333-5940; e-mail [pjraynor@valdosta.edu](mailto:pjraynor@valdosta.edu)). Services are free of charge to students with emotional/mental, social, substance abuse and other problems. The [Farber Health Services](#) provides physical health services (phone 229-333-5886).

**Emergency Campus Policy:** The Police Contact Number is **229-259-5555**. The Campus Police Division is located in Pine Hall. Officers will escort students on campus, and emergency phones are placed across campus. Students are **strongly encouraged to program the campus emergency number, 911** (for local police) **and \*447** (GA State Highway Patrol) **into their cell phone.**