

Bergen Community College
Division of Business, Arts, & Social Science

BUS-116 Funding and Grant Management

Semester and year:
Course and Section:
Meeting Days/Times
& Room:

Instructor:
Office Location:
Office Hours:
Phone:
E-mail Address:

Course Description: Funding and Grant Management examines the requirements to launch and conduct a viable fundraising program for a nonprofit organization. Emphasis is placed on matching organizational needs and programs to available funding resources. Topics include the search for funding, writing effective funding proposals and solicitation letters, the nature and requirements of grant writing for nonprofits, and grant management. (3 lectures,3 credits)

Student Learning Objectives:

As a result of meeting the requirements in this course, students will be able to:

1. Evaluate organizational objectives and goals as they relate to the nonprofit's funding stream.
2. Analyze organizational revenue streams, i.e., corporate donations, fundraising, grants, and lobbying activities.
3. Prepare a "boiler plate" description of a nonprofit's mission, place, and accomplishments that can serve as foundation for seeking funding.
4. Understand social, economic, and political impacts on the nonprofit's mission and program goals.
5. Assemble coalitions and articulate opinions that assist nonprofits in meeting financial goals.
6. Accumulate and organize a portfolio of funding opportunities relative to a nonprofit's programs.
7. Identify career opportunities in funding and grant management.

Means of Assessment:

1. Prepare a work plan that includes goals, strategies, resource allocation, timelines, and evaluation criteria.
2. Establish appropriate monitoring and evaluation systems which ensure the nonprofit remains focused through benchmarks that reflect the accomplishment of organizational goals.
3. Draft an effective fund raising letter incorporating all the components of a good letter proposal.
4. Produce an elaborated proposal with introduction, problem statement, objectives, proposed activities, an evaluation plan, a dissemination plan and a justified budget.
5. Critique a colleague's proposal for logical consistency and match to target funder's interest and provide suggestions for improvement.
6. Point out the similarities and differences between grant writing and fundraising.

Course Content

Funding and Grant Management prepares the student to seek funding for nonprofits. Fundraising and grant writing is fundamental to a nonprofit's survival. Predominantly service industries, nonprofit administration requires securing external funds to promote projects and programs. Beyond the academic theory relative to this course, students, either in team or individually, choose an existing nonprofit for a semester project. The course spans the funding process; whereby, students learn to assess a nonprofit's goals and programs, the outcomes of which become input for developing a funding strategy. Using both the Library and Internet, students search for funding resources that match their selected organization's needs. Once a portfolio of opportunities is identified, students prepare competitive applications and solicitation letters in an attempt to secure awards.

Special Features of the Course (if any):

Computer Use: Using a computer is considered a basic business skill; therefore, using the Internet and basic Office software will be an ongoing part of this course. Assignments will require accessing information from the Internet and submitting word processed reports and assignments. All written work should be in Times New Roman, 12 pt. font, double spaced, and include name, date, assignment title/number, and course name. In class presentations are to be created using Microsoft PowerPoint. Students do not need their own computers although if they do not have their own computer and Internet access they need to be prepared to spend additional time on campus. Computer access is available in the free time labs, S346 and S-352, the BCC library, the TEC Commons, and many public libraries.

Faculty are encouraged to utilize the college's WebCT system for asynchronous course discussion, to supplement in class activities, and to communicate with students. For assistance contact the Center for Instructional Technology <http://www.bergen.edu/CIT/>.

Course Texts and/or Other Study Materials

Required Textbooks:

Hall, J. L. Grant (2010). *Management: Funding for Public and Nonprofit Programs*. Boston: Jones and Bartlett Publishers ISBN #: 0763755273

Faculty and student resources available via the Sidney Silverman Library, or interlibrary loan, or through the Library portal:

Selected Nonprofit Periodical Literature

Nonprofit Management and Leadership (Jossey-Bass)

Nonprofit and Voluntary Sector Quarterly (ARNOVA/Sage Publications)

Nonprofit Quarterly

Writing, and Critical Thinking Requirement(s)

During their course of study, students will prepare a nonprofit evaluation that will document a selected organization's goals and programs; an opportunity of funding sources portfolio; a letter of solicitation; and a grant application. As a culminating activity, students will present their findings to their peers in a professional way using PowerPoint.

Grading Policy

Late Assignments: No work will be accepted after the due date. It is the responsibility of the student to make sure that time is managed so that all tasks are accomplished in a timely manner.

Missed Exams: Students will be afforded the opportunity to take a comprehensive makeup for one exam missed. No additional make-up exams will be given.

Class Policy: The outline will include a written statement regarding specific policy and explanation for online testing (if used), class behavior, attendance, and other important matters.

Typical Grade allocations: (refer to Professor for detailed explanations)

Examinations – 75%

Term Project – 15%

Class Participation – 10

Total – 100%

Please review the following in your Student Handbook:

Code of Student Conduct

Statement on plagiarism and/or academic dishonesty.

Sexual Harassment statement.

Statement on acceptable use of BCC technology.

Statement on the purpose and value of faculty office hours.

Attendance Policy

BCC Attendance Policy:

All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes.

Student and Faculty Support Services

Students should be encouraged to make full use of the Sidney Silverman Library (in person and online at <http://www.bergen.edu/library/>), the Tutoring Center (available in person in room L-125 and online at <http://www.bergen.edu/library/learning/tutor/>), the Writing Center (available in person room L-125 and online at <http://www.bergen.edu/library/learning/write/>). the Online Writing Lab at www.bergen.edu/owl/, the Smarthinking Tutorial Service at www.bergen.edu/library/learning/tutor/smart/index.asp the Distance Learning Office for online courses (by phone at 201-612-5581, available in person at room C-3 or email at psimms@bergen.edu)

Course Outline and Calendar

Include a Course Outline and Calendar*

Week	Date(s)	Topic/Activity	Assignments/Events
1		Overview & Introduction	
2		Search For Funding	
3		Planning and Preparation	
4		Developing a Budget	
5		Grant Proposal Narrative	
6		Documentation Types & Requirements	
7		Submitting the Grant	
8		Decision Process and Followup Steps	
9		Basics of Grant Management	
10		Evaluating Grant Programs	
11		Turning to "It is better to give than to receive"	
12		Internet & Social Media Techniques	
13		Future Trends	

Students who require accommodations in accordance with the Americans with Disabilities Act (ADA) can request these services from the Office of Specialized Services. To learn more about how to apply for services, please visit them at: <http://www.bergen.edu/oss> .

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