

COLLEGE OF URBAN AND PUBLIC AFFAIRS

University of New Orleans, New Orleans, LA 70148

URBN/MURP 4670 Grantwriting for Planners

Summer 2004
Tuesday/Thursday 5:30 – 8:15 PM
MATH 329 (Design Lab)
Email: villavaso.assoc.llc@att.net

Adjunct Professor: Stephen D. Villavaso, FAICP
Office/Hours: Rm350/4:00-5:30 PM/Tues&Thurs
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Course Objectives

This course will review all aspects of writing grants for public funding through federal, state and local governments and for private funding from corporations, foundation and non-profit organizations. Techniques of grantwriting including grant application preparation, project research, funding authority backgrounds, legal requirements, financial projections and project management will be reviewed. Specific tools such as letters of intent, request for proposals, request for qualifications and public bid responses will be covered in this course along with follow-through aspects of project management, project audits and project scheduling.

Writing a grant or responding to a formal proposal can seem like a mysterious, awe-inspiring task. Some people are “frozen in their tracks” at the thought of how to begin or where to go for help. At times, professional planners risk their jobs or even their careers on the successful outcome of a grant or a proposal. This course is designed to de-mystify this process and to teach you, in a step-by-step approach, the tools and skills that can assist you in this challenge.

Course Format and Requirements

Format: This is a seminar course. There are seven weeks in the summer session with two classes per week. The primary textbook for the course is Finding Funding by Brewer (March 2001/4th Edition). Reading from the Karsh book will be assigned throughout the summer. The course is broken down in to six major areas corresponding generally to the following schedule and the noted sections of the text:

Week I	Concepts/Ideas; Research sources and tools
June 8/10	Brewer, Chapters 1 and 3

Week II
June 15/17 Project Management and Budgeting; Legal/Technical Requirements
Brewer, Chapters 4 and 5

Week III
June 22/24 Letters of Intent; Demographics/Match Funds/In Kind
Brewer, Chapters 6 and 7
Assignment One due: June 22, 2004

Week IV
June 29/1 RFQ/RFP
Brewer, Chapters 8 and 9
Assignment Two due: July 1, 2004

Week V
July 6/8 Public Bids/Public Solicitation of Proposals
Brewer, Chapters 10 and 11
Assignment Three due: July 12, 2004

Week VI
July 13/15 Grant Applications; Audits and Project Control
Brewer, Chapters 13, 15, and 16

Week VII
July 20/22 Overview/Summary
Assignment Four due: July 26, 2004

In every class session, every member of the seminar is responsible for conscientiously preparing for class by reading the assigned material and actively participating in seminar discussions.

NOTE: Assignments submitted late will result in a letter grade reduction for each day beyond the due date.

NOTE WELL: PLAGIARISM OF ANY KIND WILL RESULT IN A FAILING GRADE FOR THE ENTIRE COURSE. ADDITIONALLY, THE MATTER WILL BE REFERRED TO THE DEAN OF STUDENTS FOR OTHER APPROPRIATE ACTION.

Requirements: There are four assignments (with percent of course credit):

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| I. | Draft Letter of Intent | 25% |
| II. | Research Project Proposal | 10% |
| III. | Response to RFP | 20% |
| IV. | Full Grant Application | 35% |

Details regarding these assignments and additional assignments will be handed out in class and also sent to each student via email. Please ensure that your correct email address is on file with Professor Villavaso.

The remaining 10% of each student's grade will be based on class participation, attendance and preparation. Specific and separate guidelines for each of the four major assignments will be distributed during the coming weeks of the course.

Additional Requirements for Graduate Students

Graduate students enrolled in this course will be required to select a nationally notable foundation and profile the work that it supports and its history in a five-page paper. An oral presentation to the class of the findings of this research will also be required. This will account for 10 % of the final grade for Graduate Students and the final project (the full grant application) will account for 25% of the final grade for Graduate Students. Submittal of this paper shall be in hard copy and electronic format (via email) so all students can receive a copy of this research for use in the final project of the course.

Access to the Internet is also required for this course.

Computers are located in the CUPA computer lab, in the library and at various locations around campus.

Required Books:

Finding Funding, 4th Edition

(Grantwriting from Start to Finish Including Project Management and Internet Use)

By Ernest W. Brewer, Charles M. Achilles, Jay R. Fuhriman and Connie Hollingsworth

The Only Grantwriting Book You'll Ever Need by Ellen Karsh and Arlen Sue Fox, Carroll and Graf Publishers, 2003

Other reference texts and web site information will be distributed throughout the course.