Course Instructor: Amy Cole Buehler, MA
Contact: amybuehler@prodigy.net or abuehler@artsci.wustl.edu
314-520-2029

Class dates/times: Umrath Hall, Rm. 104 - 6:00 p.m. to 8:00 p.m. on the following dates:
- Tuesday, January 21
- Tuesday, February 11
- Tuesday, February 25
- Tuesday, March 25
- Tuesday, April 22
- Tuesday, May 6

Additional classwork will be required online

Availability to students: By appointment

Course Description:
This course will focus on the grantwriting process from grant prospect research and the language of grantwriting, to writing a full proposal. The opportunity to work with an outside non-profit organization will be featured as students follow each important step in the grantwriting progression. Each student will write a full proposal that will be evaluated for the final course grade.

Required Textbook:
The Foundation Center’s “Guide to Proposal Writing,” Sixth Edition

Available at the Foundation Center’s website:
(http://foundationcenter.org/marketplace/catalog/product_monograph.jhtml?id=prod10047)

Available on Amazon at:
(http://www.amazon.com/Foundation-Centers-Guide-Proposal-Writing/dp/0879547030#_)

Available at the WUSTL bookstore.

Attendance:
Classroom attendance is important to your success in this course; because we will only meet in person three times throughout the semester your presence is necessary.
- Students are required to attend each class and participate in class activities. If you cannot attend a class please contact the instructor immediately to discuss.
• Students are expected to complete the readings assigned for each class session. Any additional articles or readings selected by the instructor will be available on Telesis.

• Students will complete a written grant proposal and give a presentation of their work, which will be due on the last day of class, May 6, 2014.

Assignments:
Assignments will be given out during class time, posted on Blackboard and via email when appropriate. It will be your responsibility to ensure that you get the class assignment in the event you are not in class. Grantwriting is a scheduled function of Foundations and Corporations and grace periods are rarely granted; therefore all class assignments are required to be completed and turned in on time.

Final Project:
You will be selecting a Nonprofit Organization (NPO) to work alongside to write your full proposal. You are responsible for selecting the organization, making contact with the organization to establish their interest in joining with you in this project and gathering the necessary information (through research and interviews) in order to write your full proposal. You may work with any 501c(3) (nonprofit) organization with local, regional, national or international scope.

Grading:
Class attendance, participation and homework 50%
Final Project (Full proposal and Presentation) 50%

Grades will be given on this scale:
  A indicates superior work
  B indicates good work
  C indicates satisfactory work
  D indicates passing but marginal work

Academic Integrity
Academic honesty is at the core of Washington University’s mission of research, teaching and learning. All students are expected to adhere to high standards of academic integrity. That means that all work presented as original must, in fact, be original, and the ideas and contributions of others must always be appropriately acknowledged. Violations of standard rules of academic integrity will be reported to the Dean and may lead to disciplinary action which could result in expulsion from the University.

Disability Resource Center
Washington University is committed to providing accommodations and/or services to students with documented disabilities. Students who are seeking support for a disability or a suspected disability should contact the Disability Resource Center (DRC) at 5-4062, drc@dosa.wustl.edu. The DRC is located in Gregg Hall. The DRC is responsible for approving and arranging all accommodations for University students. All information is treated as confidential.