Instructor: Bob Choquette  
E-Mail: choquett@uoregon.edu  
Phone: 541.346.3851  
Office Location and Hours: 102 Hendricks – drop by 10-4pm, or by appointment  
Course Location: 115 Lawrence  
Meeting Dates and Time: Thursdays March 31 and April 7: 6:00-8:50pm

Course Objectives

I have two objectives in teaching this class:

1. To introduce you to the fundamentals of grant proposal writing.
2. To give students an opportunity to develop draft proposals for funded activities.

Course Requirements

• Attend both class sessions; if you miss a class session, you will not receive a passing grade

• Read The Only Grant-Writing Book by Karsh and Fox
  1st session: Part I  
  2nd session: Parts II and III

• Develop and submit a draft proposal by completing the following steps:
  a. Identify a fundable topic, based on a need or a problem you’ve identified
  b. Identify a potential funder
  c. Obtain their program description and application forms
  d. Develop a draft proposal that meets the funder’s requirements. The proposal may include (depending on the funder):
     1. Problem statement
     2. Research design / work plan
     3. Time line
     4. Budget
     5. Project personnel
     6. Other supporting documents

• GRADUATE STUDENTS ONLY: In 1-2 pages, describe how funding for the project described above fits with your larger educational / professional goals.

Submit your proposal, the funder’s guidelines and your graduate paper (if applicable) to my mailbox in the PPPM Department (Hendricks Hall, grounds floor) or via email attachment.

Your materials are due by Friday, June 3, 2016, the last day of classes for the term.
Course Website

The course website is located on the University of Oregon’s Canvas system (https://canvas.uoregon.edu). The class syllabus, announcements and other materials will be posted on the Canvas site. Please check the course website frequently for updates. In addition, make sure that the University registrar has your correct email address. I will use this email address to communicate with you.

Incomplete Policy

Students are expected to behave in a professional manner and to turn in all materials at the designated time. In accordance with university regulations, an incomplete will only be given when “the quality of work is satisfactory but a minor yet essential requirement of the course has not been completed for reasons acceptable to the instructor.”

Disabilities

If you encounter any barriers to full participation in this class due to the design of lectures, web-based information, in-class activities, format of exams, program timelines or curriculum, please feel free to discuss the issue with me. You may also contact the Accessible Education Center at 541.346.1155, or stop by their office in 164 Oregon Hall.

Inclusion Statement

The School of Architecture and Allied Arts is a community that values inclusion. We are committed to equal opportunities for all faculty, staff and students to develop individually, professionally, and academically regardless of ethnicity, heritage, gender, sexual orientation, ability, socio-economic standing, cultural beliefs and traditions. We are dedicated to an environment that is inclusive and fosters awareness, understanding, and respect for diversity. If you feel excluded or threatened, please contact your instructor and/or department head. The University Bias Response Team is also a resource that can assist you. Find more information at their website at http://bias.uoregon.edu/index.html or by phoning 541-346-2037.

Funder Information Available in the UO Library

A sample of guides available in the Reference Section (main floor) of the Knight Library

- The Foundation Directory (2 Volumes)
- The Foundation 1000
- Guide To Funding For International And Foreign Programs
- National Directory Of Corporate Giving
- Grants To Individuals
- Complete Guide To Postgraduate Funding Worldwide
- Directory Of Financial Aids For Women
- Scholarships, Fellowships And Loans
- National Guide To Funding In Arts And Culture
- National Guide To Funding In Religion
SOME INTRODUCTORY GRANT SITES ON THE INTERNET


This web site centralizes grant information and electronic submission for more than 1,000 grant programs across the federal government. Grants.gov supports electronic applications that can be downloaded to any computer and provides online user support tools and personalized assistance from a customer support team. In fiscal year 2007, over 180,000 electronic grant applications were submitted through Grants.gov.


GuideStar offers basic, in-depth, and customized data services. GuideStar provides Adobe Acrobat versions of IRS form 990s for non-profit organizations required to file the document, as well as general information summaries based on information provided by the non-profit.

Foundation Center— http://fdncenter.org/

Like GuideStar, the Foundation Center is an excellent source of background information on foundations, as well as the source of many listserves that let you track foundation activities and funding opportunities.