



Grant Researching and Proposal Writing Online Course

The online course is divided into 4 sections:

- Researching Grant Opportunities
- Program Development and Proposal Writing
- Professional Ethics
- Planning Budgets for Foundation and Federal Grants

Learning is individual and self-paced. Once a student registers, he is assigned an instructor who is a Certified Grant Writer®, with at least 10 years of teaching Grant Consulting experience. The instructor will e-mail the student the course materials and assignments for the first section. The student may correspond with the instructor by e-mail. Once the assignments are completed for a section, the next section's materials and assignments are sent to the student by the instructor.

Students have 9 months to complete the assignments, however most students complete the assignments in 6-8 weeks. A 90-day extension is available for students who require additional time.

The following topics will be covered during the online course:

- Researching foundation, corporate, and government grant opportunities
- Program development using a logic model
- Evaluating NOFAs and RFPs
- Researching statistics to document the Statement of Need
- Planning program evaluations
- Writing the Executive Summary, Letter of Inquiry, Foundation Proposal, and Government Grant Applications
- Professional Standards and Ethics
- Planning budgets for Foundation and Government Grants

Students will need a computer with Word, Excel, and Adobe Reader software as well as an email address. A Certificate of Completion is mailed to students who successfully complete all assignments.

Prerequisites: A Bachelor's Degree is strongly recommended, but not required. A strong math aptitude is recommended to be successful in Budgeting.

The recommended reading to accompany the course is *The Guide to Proposal Writing, 5th Edition*, by Jane Geever. It is available on AGWA's online bookstore for \$44.90, and it is also available at many bookstores and libraries. The recommended writing reference is the *Publication Manual of the American Psychological Association* available from APA.

An annual membership in American Grant Writers' Association is included with the course.

Price per person: \$499.00

90-day Extension: \$100.00

Upgrade to Certified Grant Writer® Online Package: \$300.00