

Certificate in Grant Development and Management




CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO
College of Extended Learning

5500 University Parkway
San Bernardino, CA 92407
Telephone (909) 537-5975
Fax (909) 537-5907
E-mail cel@csusb.edu

As funding cutbacks persist in both public sector and non-profit organizations, you can gain a competitive edge by having the skills and knowledge in grant development and management. This will help increase the likelihood of your projects being funded and help you become a highly valued asset. This certificate program, taught by instructors in this profession, is designed to give you the strategic tools to become effective in the competitive world of grant funding. This program has gained a very solid reputation as being well thought out, energetically presented, and all-inclusive throughout the several years it has been offered.

How you will benefit:

- Use “language” of grants and become familiar with proposal development techniques
- Access, comprehend and edit the massive amount of online funding information
- Identify and understand funding sources processes: federal, state, local and private
- Design and write creative proposal letters as well as critique other’s proposals
- Create budgets that reflect and support the needs of your project
- Develop effective evaluation tools to assess the success of your project and be accountable to the funding agency. This will also help with future funding
- Understand fiscal management functions and regulations that apply to grant administration once you are funded

Who should attend:

- Those who are completely new to grant writing and need a basic understanding of the process
- Those who are already successful practitioners in the field but want to enhance their resumés
- Those who are currently working on grant writing projects and are facing specific problems and issues

How to earn the certificate:

Successfully complete all eight workshops, for a total of 4.8 CEUs, to obtain a certificate. It is recommended that courses be taken in the sequence offered for optimal results. Workshops may also be taken individually to strengthen specific needs. Computer word processing and Internet experience is recommended.

***Note:** If you are PHR or SPHR certified through the Human Resource Certification Institute (HRCI), you may apply your attendance at classes in this certificate toward recertification credit. Credit is awarded on an hour for hour attendance basis.*

For more information about this certificate program, please contact Carol Galvan at (909) 537-3910, or E-mail: cgalvan@csusb.edu

To be placed on our mailing list, visit our Web site at <http://cel.csusb.edu> or call (909) 537-5981 to receive a free *Course Catalog*.

<http://cel.csusb.edu>

Courses in the Curriculum

Grant Proposal Planning and Program Development

This is an overview workshop designed to give you a general idea of the process of grant development from searching for funding opportunities, model programs and best practices, to reviewing a Request for Application (RFA). You will receive samples of how to manage your funding research results. You will review an actual RFA and complete a classroom activity that assesses your ability to read and interpret the published guidelines and to discern the most critical information needed to prepare a proposal in response to the RFA. This course provides a broad foundation for aspiring grant professionals and an overview of the content of the certificate program. A basic knowledge of the Internet and word processing is necessary.

Funding Source Development

Clearly identifying the specific guidelines and requirements as well as the giving philosophies of each granting agency greatly enhances the potential for having your project funded. Develop an awareness of major funding agencies—federal, state, local and private. You are introduced to various methods of using the Web including a campus-based subscription to a customizable search engine known as *Sponsored Programs Information Network (SPIN)*. In addition, you receive editing skills necessary to sort through the incredible amount of online information and determine which is useful and which is not. A basic knowledge of the Internet and word processing are necessary.

Grant Development in the Private Sector

Learn the fundamental concepts of researching, writing for and submitting proposals to private corporations and/or foundations. Explore how to search for funding opportunities on the Web and through a software program called *SPIN*, learn how to research a specific corporation/foundation to identify their funding priorities, create your own agency profile, estimate the budget for your project, and identify the point of contact at the organization. Discover how to draft a proposal letter to the agency, which will then be critiqued by the class. A basic knowledge of the Internet and word processing are necessary.

Grant Development in the Public Sector

Learn how public funding agencies release a public notice of a funding priority and the Request for Proposal process. You will learn the sources of public sector grant funds and how to locate public funding agencies and their funding opportunities. Examples of public funding guidelines, an application and standard forms will be presented. To increase your understanding of the grant review and award process, you will review and critique an actual application for federal funding. Because most federal and many state funding agencies require applications to be submitted electronically, you will be instructed on the federal registration and electronic submission process. You will receive samples of a grant forecasting report and a method to summarize the results of your grant development activities. A basic knowledge of the Internet and word processing is necessary.

Proposal Budgeting

How much does it cost to do the work you are proposing? The proposal budgeting workshop focuses on how to translate what you are offering in your proposal into a clear and logical budget. Learn to create a budget that supports your project and responds to the funding agency's directives. In the morning session, an *Excel* spreadsheet tutorial prepares you to recognize and layout the major components of a grant budget. Later, you review sample state, federal and private funding budgets and receive an overview of common budgeting pitfalls. Then, working in a team, design a basic budget to reflect your project's needs and present it to the class for critiquing.

Program Evaluation

Since all public or private funding agencies want to know that their monies are being spent effectively, learning how to employ good evaluation methods in the project planning process is absolutely critical from the start. Implementing effective program evaluation techniques helps lead to successful future funding. Discover how to compose clearly written program objectives, monitor, track and report progress and outcomes, and use effective evaluation tools that help determine to what degree your project is on track and what needs to be adjusted, if needed.

Post-Award Management: Program Implementation

Learn the basic “do’s” and “don’t” to take your grant from vision to reality. Receive advice on how to get your program started and how to manage it while staying in compliance with your funding agency's requirements. Also, receive helpful tips and strategies that will help you manage people and your project. This workshop provides you with valuable resources you can use immediately and can be referenced to for a long time to come.

Fiscal Management

Successfully managing grant funds requires many specialized competencies including understanding how to set up accounts, work within established procedures for purchasing, manage accounts payable, work with contract regulations, and set salaries and fringe benefits. Understand how implementing effective fiscal management practices can help lead to future program funding successes. Gain an understanding of financial management terminology, roles and responsibilities, the resources to reference financial regulations and accounting principles, and the audit and grant closeout requirements pertaining to private, state and federal funding regulations.

Grant Development and Management Schedule

	Fall '09	Winter '10	Spring '10
Grant Proposal Planning and Program Development	■	■	■
Funding Source Development	■	■	■
Grant Development in the Private Sector	■	■	■
Grant Development in the Public Sector	■	■	■
Proposal Budgeting	■	■	■
Program Evaluation	■	■	■
Post-Award Management: Program Implementation	■	■	■
Fiscal Management	■	■	■

Schedule subject to change. Please see future Course Catalogs.

Special Discount

A discount rate is available if you enroll by a certain deadline in the full certificate program. See the current course catalog for rate and deadline or call Carol Galvan at (909) 537-3910 for details.

For course dates, times, prices and to register, visit <http://cel.csusb.edu>