



Module One – Introduction

- Course navigation
- Course guide
- Explanation of course resources
- Course objectives
- Grants in context
- Review of module one

Module Two – Five steps in grantseeking

- Step 1: Preparation
- Quiz
- Step 2: Prospect research
- Quiz
- Step 3: Making contact
- Quiz
- Step 4: The funding proposal
- Quiz
- Step 5: After the proposal
- Review module two

Module Three - The funding proposal and its Components

- Funders' different application processes
- Resource: Proposal components
- Introduction to the components of the funding proposal
- Executive summary - introduction only
- Problem statement
- Resource: Sample problem statement
- Quiz
- Project or program description
- Broad goals
- Measurable objectives
- Resource: Sample objectives
- Methods and activities
- Resource: Sample methods and activities
- Timeline and schedule
- Resource: Sample timeline
- Quiz (x2)
- Staffing and human resources
- Resource: Sample staffing budget
- Evaluation plan
- Resource: Sample evaluation plan

Module Three continued

- Sustainability plan
- Resource: Sample sustainability plan
- Quiz (x2)
- Review of the project or program description
- Budget
- Resource: Sample budget
- Organization information
- Resource: Sample organization background
- Conclusion section
- Resource: Sample conclusion section
- Executive summary
- Resource: Sample executive summary
- Quiz (x2)
- Appendices
- Resource: Sample appendix items
- Quiz
- The cover letter
- Resource: Sample cover letter
- Review module three

Module Four – Six characteristics of a well-written proposal

- Well-organized, how to be
- Resource: Sample writing plan
- Hints for a well-organized proposal (2 screens)
- Resource: Well-organized hints
- Concise
- Resource: Concise writing sample
- Simply written
- Resource: Writing practice exercise
- Complete and accurate
- Compelling
- Resource: Sample motivating language
- Review module four

Module Five – Review

- Course review
- Wrap-up
- Additional references