

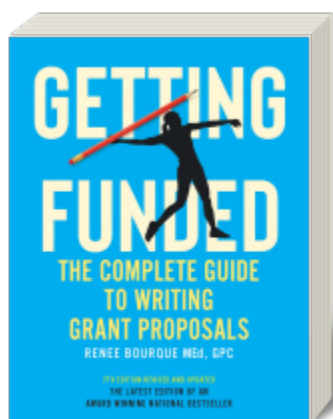


COURSE: PADM 5309.060 Fall 2026 (Online Course)
Public Sector Grant Writing

DATES: August 24 – December 12, 2026

INSTRUCTOR: Mary Jo Burgess, MPA
Phone: 903-920-4863
Email: mburgess@uttyler.edu
Office Hours: Daily by virtual appointment
Please feel free to contact me with any questions or concerns, preferably via email. I check my email regularly and will respond promptly (usually within 24 hours).

TEXTBOOK:



Bourque, R. (2026) *Getting Funded: The Complete Guide to Writing Grant Proposals* 7th ed. Word & Raby Publishing. ISBN: 9781517817541 Please get the new 2026 7th edition as it contains new information that will be tied to discussions and assignments.

Course Overview and Objectives

This is an intensive course that will provide students with the basic skills and fundamental knowledge necessary to research, identify, develop, and write grant proposals. You will acquire this knowledge and skills by reading the assigned information, engaging in discussion board posts with your peers, completing weekly assignments, presenting a summary of your grant proposal verbally, and by submitting a final research/grant proposal.

Course Outcomes

After successfully completing this course, you will be able to:

- Research and propose appropriate funding sources for a public sector project.
- Critique grant proposals and propose improvements to obtain funding.
- Develop a compelling needs statement for a proposed grant project.
- Draft major components for an effective grant proposal.
- Develop a compelling Letter of Inquiry to seek grant funding.

Tips for Course Success

- Utilize reliable technology with internet access to complete assignments through Canvas.
- Read all the assigned information prior to engaging in the learning activities.
- Complete all discussion posts, assignments, and projects **on or before the due date**.
As a general rule, late submissions, up to 3 days after the due date, will incur a 10% point deduction per day. If an emergency occurs, contact me within 24 hours and we will explore possible options.
- Check Canvas regularly for announcements.
- Check patriot's email regularly.
- Ask your instructor for help! Do not wait until a deadline is looming or at the end of the semester to ask for help.

Graded Course Requirements

Student Assessments

Assessments are used to demonstrate your mastery of the core concepts of the course and include discussion posts, papers, oral presentation, and a final grant writing project. Due dates are specified for each assignment with an expectation for timely completion. Your final grade will be determined by your performance on all assessments.

It is important to complete all assignments on time to keep up with this course and not lose points. Unfortunately, illnesses, deaths in the family, or other traumatic events are part of life. If you contact me within 24 hours of the event and provide documentation, I will be happy to explore options with you.

Grading Rubric

A grading rubric will be provided for each assessment.

Evaluation

Assessment	Weight
Discussion Board Posts	10%
Assignments (including quizzes)	30%
Oral Presentation of Grant Proposal	20%
Final: Grant Proposal	40%
Total	100%

Grading Scale

A = 90% and above

B = 80-89%

C = 70-79%

D = 60-69%

F = <60%

Discussion Board Posts (10%)

Discussion board posts give you an opportunity to test your understanding of the readings and gain insight from your class peers, as well as feedback from your instructor. Initial discussion board posts are due by Thursday, 11:59 pm CT and a response post, if applicable, will be due the following Sunday by 11:59 pm CT. Focus should be on providing well-researched, well-thought out, grammatically correct arguments. 50 points per discussion board post.

Assignments (30%)

There will be regular assignments to test your knowledge and understanding of the content covered throughout the course. Check the individual assignment for the specific assignment due date. 50 points per assignment.

Oral Presentation (20%)

Prior to the final submission of your grant proposal, you will have the opportunity to present an overview of your proposal to your instructor. You will have 5-8 minutes to present your proposal, followed by a few questions from your instructor.

The areas that will be graded for this assignment are:

- Content
- Organization and Structure
- Use of Sources
- Engagement with “Funder”
- Ability to Answer Questions

A specific grading rubric will be provided along with further information about the expectations for this assessment. 50 points possible.

Grant Proposal/Research Paper (40%)

The final grade for the course will be the submission of a grant proposal. The grant proposal topic (organization you selected for your project, funder, and proposed funding project) will be approved through Discussion Board Posts or Assignments. You may seek earlier approval for your organization, project, or funder by emailing your instructor, mburgess@uttyler.edu, prior to the applicable Discussion Post or Assignment.

The final grant proposal/research paper will be based on discussion posts and assignments throughout the semester. I encourage you to review the grades and comments on those assignments and incorporate corrections into the final grant proposal/research paper. This project will be submitted during the final week of the semester. A grading rubric will be provided. The expectation is that the final grant proposal will be professionally written at the graduate student level with APA 7th edition formatting, citations and references. 60 points possible.

Syllabus Modification

Please note that the syllabus and assignments could be modified at any time. Students are urged to monitor announcements in Canvas and Patriot email for important notices and changes to course materials, dues dates, etc.

Statement Regarding Academic Dishonesty

Academic dishonesty is a violation of university policy and professional standards. Academic dishonesty is defined as cheating, plagiarism, or otherwise obtaining grades under false pretenses. Many students have an inadequate understanding of plagiarism. Any idea or verbiage from another source must be documented. Anytime the exact words from another author are used they must be enclosed with quotation marks and followed by a citation. Direct quotes should be used sparingly. Student papers should be written in the student's own words. Cheating is unacceptable and if discovered, you will receive a “zero” for that assessment. The incident will be reported to the department chair and Student Conduct.

Artificial Intelligence

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course (see below) is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.

AI is occasionally encouraged during this course and appropriate acknowledgment is expected. Students can use AI platforms (such as ChatGPT or Copilot) to help prepare for specified assignments and projects. You can use AI tools such as Grammarly to revise and edit your work (e.g., catch typos, identify flaws in reasoning, spot confusing or underdeveloped paragraphs, or correct citations). AI should not be used as the primary method for completing any assignment, discussion post, or project, except where specifically noted in Module 7. When submitting work, students must identify any writing, text, or media generated by AI.

University Policies

Current University policies are located at <https://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf> [Links to an external site.](#) Please note that the university may make changes to the policies without notice.

Student Resources

The University offers many resources for students. Here are a few:

- UT Tyler Center for Writing Excellence (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- UT Tyler Counseling Center (903.566.7254)
- The library resource page can be accessed through <http://libguides.uttyler.edu/sociology>

Calendar of Topics, Readings and Due Dates

The last date to drop the course is October 30, 2026. The final exam (grant proposal/research paper) is due Friday, December 11, 2026 by 11:59 PM CT.

The tentative schedule for the course is listed below and is subject to change as necessary.

Week #	Dates	Readings & Resources	Assignments
Week 1 First Impressions and Relationships	August 24-30	Bourque Ch. 7 Bourque Ch. 17 Identify and schedule an interview with a professional grant writer for discussion post next week.	• Module 1 Discussion: Introductions Post due Thursday, August 27 by 11:59 PM CT. No follow up post required this week. • Module 1 Assignment: First Impressions and Relationships. Reflection

			paper on the importance of relationships and good first impressions in grant writing. Due Sunday, August 30 by 11:59 PM CT. Module 1 Assignment #2: Not graded - identify and schedule an interview with a professional grant writer of your choice.
Week 2 Principles of Grants	August 31 – September 6	Bourque Pages xix – xxix: Principles of Successful Grant Seeking Open Access Outside Article: <i>Grant Writing: The Essentials</i> by Jamey Renfro, Chapter 1: Understanding Grants and Funding Sources <u>Understanding Grants and Funding Sources.pdf</u> or link: <u>Chapter 1 of Grant Writing: The Essentials by Jayme Renfro</u> Interview Professional Grant Writer for Discussion Post this week	Module 2 Discussion: Successful Grant Writing Initial post due Thursday, September 3 by 11:59 PM CT. Follow up post due Sunday, September 6 by 11:59 PM CT.
Week 3 Organizational Eligibility and Readiness	September 7 - 13	Bourque Ch. 1	Module 3 Assignment: Organizational Research paper due Sunday, September 13 by 11:59 PM CT.
Week 4 Needs Assessment	September 14 - 20	Bourque Ch. 2 Bourque Ch. 3	Module 4 Assignment: Needs Assessment due Sunday, September 20 by 11:59 PM CT.
Week 5 Funding	September 21 - 27	Bourque Ch. 4 Outside Articles	Module 5 Assignment: Current Events paper due Sunday, September 27 by 11:59 PM CT.
Week 6 Funding	September 28 – October 4	Bourque Ch. 5 Bourque Ch. 6	Module 6 Discussion: Project Selections. Initial post due Thursday, October 1, 11:59

			PM CT. Follow up post due Sunday, October 4 by 11:59 PM CT.
Week 7 AI in Grant Writing	October 5 - 11	Bourque Ch. 8 Sample Grant	- Module 7 Discussion: Sample grant review. Initial post due Thursday, October 8 by 11:59 PM CT. Follow up post due Sunday, October 11 by 11:59 PM CT. - Module 7 Assignment: AI in Grant Writing due Sunday, October 11 by 11:59 PM CT.
Week 8 Needs Statement	October 12 - 18	Bourque Ch. 9 Bourque Ch. 2 (Review)	Module 8 Assignment: Needs Statement due Sunday, October 18 by 11:59 PM CT.
Week 9 Project Descriptions	October 19 - 25	Bourque Ch. 10 Optional External Reading: Open Resource Book: Zane Forshee, Christine Manceor, Robin McGinness: <i>The Path to Funding: The Artist's Guide to Building Your Audience, Generating Income, and Realizing Career Sustainability</i> . Chapter 6: Project Descriptions https://pressbooks.pub/pathtofunding/	Module 9 Assignment: Project Description due Sunday, October 25 by 11:59 PM CT.
Week 10 Grant Budgets	October 26 – November 1	Bourque Ch. 12 Sample Budgets 1 and 2 Optional External Reading: Open Resource Book: Zane Forshee, Christine Manceor, Robin McGinness: <i>The Path to Funding: The Artist's Guide to Building Your Audience, Generating Income, and Realizing Career Sustainability</i> . Chapter 7: Project Budgets. https://pressbooks.pub/pathtofunding/	Module 10 Assignment: Grant Budget due Sunday, November 1 by 11:59 PM CT.
Week 11	November 2 - 8	Bourque Ch. 11 Bourque Ch. 13	Module 11 Assignment: Evaluations due Sunday, November 8 by 11:59 PM CT

Evaluations and Qualifications			
Week 12 Supplemental Documents	November 9 - 15	Bourque Ch. 14	• Module 12 Discussion: Supplemental Documents Initial post due Thursday, November 12 by 11:59 PM CT and follow up post due Sunday, November 15 by 11:59 PM CT. • Module 12 Assignment: Executive Summary. Due by Sunday, November 15 at 11:59 PM CT.
Week 13 Letters of Inquiry/Intent	November 16 - 22	Bourque Ch. 15	• Module 13 Assignment: Letter of Intent. Assignment due Sunday, November 22 by 11:59 PM CT. • Module 13 Ungraded: Email mburgess@uttyler.edu with requested date/time for oral presentation.
Week 14 Proposal Writing Pitfalls	November 23 - 29	Bourque Ch. 16	• Module 14 Discussion: Proposal Writing Pitfalls. Initial post due Thursday, November 26, by 11:59 PM CT. Follow up post due by Sunday, November 29, 11:59 PM CT. • Modules 14/15 Assignment: Grant Proposal Oral Presentation. Presentation to be completed by Sunday, December 6 by 10:00 PM CT.
Week 15 Grant Proposal Final	November 30 – December 6	No reading assignments	• Modules 14/15 Assignment: Grant Proposal Oral Presentation. Presentation to be completed by Sunday, December 6 by 10:00 PM CT. • Module 15 Assignment: Grant Proposal (Final). Due Friday,

			December 11 by 11:59 PM CT.
--	--	--	-----------------------------

[Student Resources](#)

[University Policies and Links](#)

Please note that the syllabus and assignments may be modified at any time. Students are urged to monitor announcements in Canvas and Patriot email for important notices and changes to course materials, dues dates, etc.