

**Note:**

**Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.**

## ***COURSE SYLLABUS***

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### **HLTH 553**

#### **GRANT ACQUISITION AND MANAGEMENT**

#### **COURSE DESCRIPTION**

This course acquaints students with the “soft” money world of private and public grants, promotes the development of grant writing skills and identifies the practical issues of managing a grant once acquired.

#### **RATIONALE**

Many employers, especially those in public health and healthcare delivery systems, rely to some degree upon philanthropy. The purpose of this course is to teach basic “grantmanship” terminology and skills as well as organizational grant management principles.

#### **I. PREREQUISITE**

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](#).

#### **II. REQUIRED RESOURCE PURCHASE**

Click on the following link to view the required resource(s) for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

#### **III. ADDITIONAL MATERIALS FOR LEARNING**

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Blackboard [recommended browsers](#)
- D. Microsoft Office

**IV. MEASURABLE LEARNING OUTCOMES**

Upon successful completion of this course, the student will be able to:

- A. Determine if an organization is eligible to apply for grants.
- B. Distinguish the difference between public and private grant-making entities.
- C. Differentiate the 10 major categories of grant requests.
- D. Produce a 5–10-page grant proposal.
- E. Describe the steps for successfully managing a grant once it is obtained.
- F. Recall the guiding principles and key concepts used by grant managers.
- G. Identify the major financial reporting issues in managing grants.
- H. Evaluate ethical responsibilities to GOD and others when spending grant funds.

**V. COURSE REQUIREMENTS AND ASSIGNMENTS**

- A. Textbook readings and lecture presentations
- B. Course Requirements Checklist

After reading the Syllabus and [Student Expectations](#), the student will complete the related checklist found in Module/Week 1.

- C. Discussion Board Forums (3)

There are 2 Discussion Board Forums throughout the course. Discussion Boards are collaborative learning experiences. Therefore, the student will post a thread to the module/week’s discussion topic and then reply to at least 2 classmates’ threads in the same module/week.

- D. Investigative Report

The student will investigate 2 grant information data reservoirs: [the Federal Register](#) and the Foundation Center, one public and the other private, designed to inform organizations about acquiring grant money. The student will then write a 3–5-page report with citations.

- E. Grant Proposal

The student will write a grant proposal for an actual or fictitious non-profit organization. The proposal is broken into 8 manageable items. The instructions for each item are provided in Blackboard.

- Item 1: Identify a 501 (c) (3) Organization [i.e. Organizational Data]
- Item 2: Statement of Need
- Item 3: Grant Objectives
- Item 4: Evaluation Data
- Item 5: Grant Budget
- Item 6: Foundation Profiles
- Item 7: Executive Summary
- Item 8: Selling the Organization

- F. Case Study Term Paper  
The student will develop a paper based on a grants management case study and will have the opportunity to display personal ethics and the ability to write professionally.
- G. Grant Terminology Examination  
This exam will cover grant terminology. The exam consists of 40 terms that must be matched to the appropriate definitions.
- H. Module/Week 6 Quiz  
This quiz consists of 10 true/false questions covering modules/weeks 5 and 6.

**VI. COURSE GRADING AND POLICIES**

A. Points

Course Requirement Checklist	10
Discussion Board Forums (2 at 50 pts ea)	100
Investigative Report	100
Grant Proposal Items (8 Submissions)	500
Case Study Term Paper	175
Grant Terminology Examination	75
Module/Week 6 Quiz	50
<b>Total</b>	<b>1010</b>

B. Scale

A = 940–1010    A- = 920–939    B+ = 900–919    B = 860–899    B- = 840–859  
 C+ = 820–839    C = 780–819    C- = 760–779    D+ = 740–759    D = 700–739  
 D- = 680–699    F = 0–679

C. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Accommodation Support (ODAS) at [LUOODAS@liberty.edu](mailto:LUOODAS@liberty.edu) to make arrangements for academic accommodations. Further information can be found at [www.liberty.edu/disabilitysupport](http://www.liberty.edu/disabilitysupport).

If you have a complaint related to disability discrimination or an accommodation that was not provided, you may contact ODAS or the Office of Equity and Compliance by phone at (434) 592-4999 or by email at [equityandcompliance@liberty.edu](mailto:equityandcompliance@liberty.edu). Click to see a full copy of Liberty’s [Discrimination, Harassment, and Sexual Misconduct Policy](#) or the [Student Disability Grievance Policy and Procedures](#).

## ***COURSE SCHEDULE***

### **HLTH 553**

Textbooks: Geever, *The Foundation Center's Guide to Proposal Writing* (2012).  
 New, Quick, *How to Write a Grant Proposal* (2003).  
 Ward, *Effective Grants Management* (2010).

<b>MODULE/ WEEK</b>	<b>READING &amp; STUDY</b>	<b>ASSIGNMENTS</b>	<b>POINTS</b>
<b>1</b>	Geever: Preface, chs. 1–2, 8 1 presentation	Course Requirements Checklist Investigative Report Grant Proposal: Item 1	10 100 50
<b>2</b>	Geever: chs. 4–5 New, Quick: chs. 5, 7, 14 1 presentation	DB Forum 1 Grant Proposal: Item 2 Grant Proposal: Item 3	50 50 50
<b>3</b>	Geever: chs. 6–7 New, Quick: chs. 10, 15–16 1 presentation	Grant Proposal: Item 4 Grant Proposal: Item 5	50 100
<b>4</b>	Geever: chs. 3, 10–12, 16–17 New, Quick: ch. 3 1 presentation	Grant Proposal: Item 6 Grant Proposal: Item 7	100 50
<b>5</b>	Crum: entire document Ward: chs. 1–4 2 presentations	Grant Terminology Examination	75
<b>6</b>	Ward: chs. 5–11 1 presentation	Grant Proposal: Item 8 Module/Week 6 Quiz	50 50
<b>7</b>	1 presentation	DB Forum 2	50
<b>8</b>	Bible Readings 2 presentations	Case Study Term Paper	175
<b>TOTAL</b>			<b>1010</b>

DB = Discussion Board

**NOTE:** Each course module/week begins on Monday morning at 12:00 a.m. (ET) and ends on Sunday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.