



# Valdosta State University

Department of Political Science

Master of Public Administration Program

PADM 7860 Grant Writing And Administration

Fall 2006 Online

## Assignments

## Class Policies

## Schedule

## Web Links

### Description:

An examination of the process of acquiring and managing grants in the public sector. Emphasis is on demonstrating knowledge of grant strategies and procedures gained through course material and completion of a case study.

### Texts:

1. Bauer, David G. (2003). *The "How To" Grants Manual: Successful Grantseeking Techniques for Obtaining Public and Private Grants*, 5th edition. Westport CT: American Council on Education and Greenwood Publishing Group. (ISBN: 0-275-98070-7 or new DOI: [10.1336/027598070](#) )
2. Browning, Beverly A. (2005). *Grant Writing for Dummies*, 2nd edition. New York: Wiley. (ISBN: 0-7645-8416-2)

### Instructor:

Gerald A. "Jerry" Merwin Jr., Ph.D. <[gamerwin@valdosta.edu](mailto:gamerwin@valdosta.edu)> ([Link to contact information.](#))

### Web Site:

<http://www.valdosta.edu/mpa/classes/padm7860/>

### Office Hours:

This class is offered online through WebCT. There will be no formal office hours, but I will be available for meetings by appointment. We can arrange a meeting in the office, by telephone, or through online chat. Send an E-mail to suggest an appointment.

### Expected Outcomes:

Participants will demonstrate the following:

1. Understanding of the importance of a grants marketing campaign.
2. Ability to develop a grants marketing campaign.
3. Ability to recognize and understand requirements as specified in requests for proposals or other guideline documents (herein referred to as RFPs).
4. Ability to organize for grants writing.
5. Ability to respond to RFPs within the guidelines specified.
6. Knowledge of key grants management issues.

### ADA:

Valdosta State University complies fully with the requirements of the Americans with Disabilities Act (ADA). If you believe that you are covered under this act, and if you have need for special arrangements to allow you to meet the requirements of this course, please contact the personnel at the VSU Access Office. You may contact that office by telephone at 912-245-2498, FAX 912-245-3873. Learn more on the VSU web site at:

<http://www.valdosta.edu/ssp/> You may also reach them via email at [access@valdosta.edu](mailto:access@valdosta.edu). Also, please discuss this via email with your instructor(s) at the start of each class.

### Web Readings:

Additional readings for the class are identified on the class web site. The readings are available on the web. We have no control over these web sites, so the instructor, the MPA program, and the University are not responsible

for their content. If a participant has difficulty accessing material at one of the identified web addresses, please contact the instructor ASAP. Additionally, if any material on a web site is found to be objectionable, please contact the instructor. Readings may be assigned from additional sources as they are identified.

**Syllabus in PDF:** If you wish to print the syllabus, you may want to access the Adobe Acrobat version (PDF\*) by right-clicking and selecting "Save-as" to copy the file. Follow this link to the "[padm7860fall06.pdf](#)" file.

\* PDF files require the Adobe Acrobat Reader. It is available free from: 

Reference <http://www.valdosta.edu/mpa/classes/padm7860/index.html>

Updated 08/19/2006, contact [Jerry Merwin](#)