

# Teacher CEU Toolbox

## Course Syllabus:

### *Grant Writing for Teachers*

## What is this course about?

*This 10 contact hour course is designed as an introductory course that will provide a common framework of knowledge needed to write a grant. This course is presented in three units that will assist you in locating grants that match your local needs, provide you with a step-by-step process for writing a winning grant proposal, and direct you on the best way to package and submit your grants. This course will help you overcome your reluctance to look for and submit grants, as well as help you meet your school's educational goals. The minimum time for participant completion of this course is 10 hours over at least two days, and participants must also be logged in to the course for at least 100 minutes over two days to receive credit for this course. The minimum time for participant completion of this course includes both enrollment time and system logged in activity time. Enrollment time is a total of two calendar days (2880 minutes) from the moment of enrollment. Activity time includes 100 minutes logged into the system. This 10-hour course uses a combination of both time requirements to maximize participation and allow time for completion of ongoing assignments and assessments. Completion certificates are restricted until both time requirements are accomplished. The minimum time for participant completion of this course includes both enrollment time and system logged in activity time. Completion certificates are restricted until both time requirements are accomplished. It is suggested that you use this syllabus to seek prior approval from your individual licensing agency BEFORE registering for this course.*

- Approved for 1.0 Continuing Education Unit (CEU) = 10 Hours (10 clock hours)
- Approved by Nevada Department of Education (NVD OE) as 0.5 CEUs for Nevada Educators

## By the end of this course, you will:

- ✓ *Understand the need for grants in your community*
- ✓ *Know how to search for and evaluate grants to ensure they match your community needs*
- ✓ *Be familiar with processes used to write a winning grant proposal*

- ✓ *Be familiar with processes used for packaging and submitting your grant*
- ✓ *Be capable of completing a successful grant proposal for your educational community*

**The main topics covered in this course are:**

- ✓ **Unit 1: Introduction to Grant Writing For Teachers**
  - *Getting Started*
  - *Locating Grants*
  - *Planning is Everything*
  - *Preparing to Write*
  
- ✓ **Unit 2: Writing Your Grant**
  - *Where Do I Start?*
  - *Writing Mechanics*
  - *Writing the Evaluation Plan*
  - *Preparing a Budget Submission*
  - *Reviewing Your Work*
  
- ✓ **Unit 3: Packaging and Submitting Your Grant**
  - *Assembling the Puzzle*
  - *Submitting Your Grant*

**Intended Audience:**

- ✓ *Educators looking to earn license renewal credits*
- ✓ *Educators interested in grant writing techniques*
- ✓ *Educators interested in ideas for grants to help finance a project for their school and/or classroom*
- ✓ *Educators looking for ways to positively enhance student growth and development*

**Session Dates and Costs:**

*This and all Teacher CEU Toolbox courses are self-paced. Once a participant purchases access to a course, that individual has one calendar year to complete the course requirements. Our courses are available 24 hours a day, 7 days a week.. You can register and purchase access to courses online, via credit card, in our secure environment.*

- **Course Cost:**                   **\$49.95**

### **Course Credit Requirements:**

- ✓ *This course is organized into three academic units*
- ✓ *You need a reliable internet connection and an internet connective device to take this course*
- ✓ *You must access all of the site pages to receive credit for the course*
- ✓ *You must spend a minimum of ten hours over two days in this course to receive credit*
- ✓ *You must complete the lesson tasks, which you will find helpful in connecting with the course content*
- ✓ *You must take the Course Pre-Test, which is designed to evaluate your prior course content knowledge*
- ✓ *You must take each unit quiz and score 90% or higher to receive credit for this course (you have 3 chances on each quiz to score 90% or higher)*
- ✓ *Please complete the Course Evaluation*
- ✓ *You must take the Course Post-Test and score 85% or higher to receive credit for this course (you have 3 chances to score 85% or higher)*
- ✓ *Please print out one, and only one, completion certificate*
- ✓ *If you have questions or problems, please email customer service at [help@teacherceutoolbox.com](mailto:help@teacherceutoolbox.com)*