

**Academic Calendar**  
**WEEK 13**

**WEDNESDAY, APRIL 17**

1. News from an actual organization?
2. Peer-review in class—**Budget and Budget Justification**
3. Piece together your full draft of your grant application (minus the Executive Summary) and send it to me before class ends.

**Assignment:**

1. READ over your peers' **grant application, which should have the following components:**

*Statement of Need,  
Project Overview,  
Goals and Objectives  
Project Description and Method  
Evaluation Plan  
Budget and Budget Justification  
Organizational Information*

2. **BY WEDNESDAY, APRIL 24, POST THIS:** Following **SCORING GRANT PROPOSALS HANDOUT**, offer 3 big takeaways for each document. POST this as **JOURNAL # 18**. ONLY 1 member of the group needs to post, make sure to include names of team members present today. Use the following format to offer your takeaways:
  - Attention to the specifics of the application proposal—*is the section responding to the application fully?*
  - Clarity of the draft—*is the draft clear? Are there ways to focus the approach?*
  - Compelling and exciting—*are you moved? Are you excited? Could you be more so? Why?*

*Be specific and use details—aim for 100-150 words per takeaway.*

*Take a look at what your peers posted for Journal # 18, and use their feedback in your revision.*

3. Using the **SCORING GRANT PROPOSALS HANDOUT**, **SCORE** each section as a group and include a **RATIONALE** portion for why you scored each section as you have: **1-3 sentences.**

**SAVE your results to send as 1 email to me by \_\_\_\_\_ Tuesday, 4/30 \_\_\_\_\_.**

4. Compose the **Executive Summary**. Please review our reader. Once finished, add the **Executive Summary to your document**.
5. Be prepared to email **the ENTIRE Grant Application with me by WEDNESDAY, MAY 1.**
6. Prepare for the Panel Discussion next class (**NOTE—use next week to prepare and be ready for the presentation on 5/1**).

**KEY DATES:**

- **JOURNAL # 18, posted by Wednesday, May 24.**
- **Score your peers' full drafts between April 24-May 30 and send me your scores by Tuesday, May 30.**
- **Be prepared to submit to me your revised grant application by Wednesday, May 1. Please submit as a Word or Google doc.**
- **Be prepared for presentations on Wednesday, May 1.**