Non-Profit Grant Writing-Design Document

Business Purpose	Volunteers in local communities across our country are eager to provide assistance to their local non-profit organization. However, beyond volunteering services, giving their time, and donating goods, many are left with the question, "What can I do now to help?" This is why *Care for All Inc. (CFA)* has rolled out a volunteer initiative to aid community volunteers with a guide on how to write a successful non-profit grant. *CFA Inc*. states there is close to $230 million of unused grant money in the U.S. that is just waiting to be awarded to the next non-profit organization. With the proven strategies outlined in this course, community volunteers can feel confident their well-written grant will become the next awarded grant.
Target Audience	• Any community member that is interested in compiling a successful grant for their local non-profit organization.
Training Time	20 minutes
Training Recommendation	• **1 e-Learning course** rather than instructor led, to allow community members to access the course as needed on their own time. • Volunteers and community members should be equipped with the knowledge as to how to compile a successful grant. This course outlines the steps needed to write a successful grant. • Course would have a storyline: "How to Write a Successful Grant for your Non-Profit Organization"-Delivery driver (3rd Person narrator) • After introduction of course, the delivery of steps to create a successful grant; each step will come with specific scaffolded interaction that the learner will interact with to reveal new information • Two non-graded questions will appear after each half point of information revealed to check for understanding • The avatar would be learning with the learner throughout the course • Final Assessment

Deliverables	• 1 e-Learning Course
	   ▪ Developed in Articulate Storyline
	   ▪ Includes 2 voice-over narrations (narrator and avatar)
	   ▪ Includes 4 interactions to guide the learner through the development of a successful grant
	   ▪ Include a human avatar, mature in age, business casual
	   ▪ Final assessment
	• 1 storyboard with script

Learning Objectives	• Identify common needs of non-profit organizations • Identify specific details and data to include in your grant • Arrange the steps needed to write a successful grant

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Training Outline	**Introduction** - Welcome-Narrator invites learner to course and a message from narrator on writing a successful grant - Navigation-Learner has the option to review the mechanics of the e learning course or begin course if familiar with the e-learning course - Objectives-are delivered to the learner early in the course so the learner will understand the intent of the course **Topic: Getting Started** - What is a grant? - Includes one concise definition of a grant, broken down into 3 parts for the learner. - Identify the specific needs of a grant - Questions to uncover in planning for the grant - Who does the volunteer ask for information about unmet needs? - Identify the type of need identified - Is the need grant worthy with examples of grant worthy needs? **Topic: Planning the Grant** - Now the needs are identified, learner should learn how to compile the information about the need - Identify who benefits from the grant - Include data in the grant **Topic: Writing the Grant** - Compiling the grant in a professional manner - Introduction with greeting to lender - Body with information about the non-profit organization - Specific needs - Relevant data to be included - Conclusion must be persuasive with a well-supported argument - Get a fresh perspective when finalizing the grant - Proofread - Have a peer review the proposal

Assessment Plan	5 questions will be presented per objective with 1 order ranking question presented to demonstrate understanding of grant proposal compilation order 80% passing on e-learning module assessment - The learner will have unlimited attempts to pass the course. Learner will have opportunity to review each topic to retake the quiz. - Questions will be created during alpha development (after the storyboard/script have been fully approved)