##### Certificate Approval Form

##### Graduate Certificate in Grant Writing, Management, and Program Evaluation

**School of Public Affairs**

**Criminal Justice (MCJ) and Public Administration (MPA)**

In order for a certificate program to be reviewed, please fill out the form below and submit to the appropriate college and campus committees. Please plan on at least six months after submission before offering a certificate. Complete information in Part I for all requests. Part II needs to be completed by those seeking approval for Gainful Employment (GE) certificates with financial aid eligibility for non-degree seeking students. All appropriate signatures should be obtained.

**PART I**

1. Name of Certificate: **Grant Writing, Management, and Program Evaluation**
2. Department(s): **School of Public Affairs (Criminal Justice (MCJ) and Public Administration (MPA)**
3. College(s): **School of Public Affairs**
4. Faculty Director/Advisor: **Dr. Catherine Kaukinen**
5. Type of Certificate:

* **Gainful Employment**
* **Course of Study**
* **Professional Development**

1. Expected start date (semester and year): **Fall 2015**
2. Number of required credit hours: **12 Credit Hours (Four 3-credit courses including three core classes and one elective)**
3. Anticipated length of the program in semesters including summer (e.g., 2 years = 6 semesters):

**8 months (2 semesters) – 24 months (6 semesters)**

1. Describe the certificate program. Include in your description the following information:
   1. **How the certificate program fits the unit’s role and mission.**

As academic and professional fields of study, the MCJ and MPA programs are dedicated to preparing students to administer within public service sectors, as they presently exist, but also to evaluate, to analyze and to change - to become pioneers in accelerating the shaping of a rational and responsive public service sector.

The School of Public Affairs is proposing a 12–credit hour Graduate Certificate in Grant Writing, Management, and Program Evaluation as stand alone certificate, in addition to being an option in the Masters of Criminal Justice and Masters of Public Administration programs. The certificate adds to our students’ educational “toolkit’ as well as professional and industry demand for critical competency development in education programs geared toward working professionals employed at agencies that require participation in grant writing, management, and program evaluation. Skilled grant writers are high demand professionals in non-profit, education, and governmental settings. Grant writers work as independent contractors, full- or part-time development officers, and freelancers.

The addition of a Graduate Certificate in Grant Writing, Management, and Program Evaluation will aid the MCJ and MPA programs’ ability to provide students with opportunities to improve the quality of non-profit and local government systems within Colorado. We believe that the certificate courses provide a challenging, master's level, "real world"-based educational opportunities in local non-profit and government fund development and grant/contract management. The courses engage faculty, practitioners, and graduate students in systematic fund development and evaluation research designed to improve the quality of local government management, policymaking, and public service.

**Rational:**

Many non-profit, government, and educational organizations qualify for grant funds. The Foundation Center[[1]](#footnote-1) estimates that there are over 86,000 foundations within the United States, with $715 billion in assets, providing more than $52 billion in awards and giving. Data from the Urban Institute[[2]](#footnote-2) have estimated government contracts and grants to human service nonprofit organizations to be close to $81 billion in 2012. Grants[[3]](#footnote-3) are an ever-important source of funding for both public and non-profit agencies. Grant funding provides the opportunity for innovative program development while filling key service gaps that allow agencies to extend their reach to traditionally underserved populations. Research from the Urban Institute[[4]](#footnote-4) notes that on average, nonprofits have six contracts and/or grants per organization. For many human services organizations, government funding accounted for over 65 percent of their revenues and is the largest funding source for 60 percent of organizations.

The Urban Institute report[[5]](#footnote-5) also noted that governments’ administration of contracts and grants was problematic for many nonprofits. In particular, most (75 percent) note that the complexity and time required for applying and reporting on contracts and grants was a problem. The certificate in Grant Writing, Management, and Program Evaluation will provide a competitive edge to students within the MCJ and MPA programs by having the skills and knowledge in grant development and management. The certificate program, taught by both academics researchers, and instructors working within government and non-profit professions, is designed to provide students with the strategic tools to become effective in the competitive world of grant funding.

The proposed SPA graduate certificate was designed to address the growing need for skills within grant writing, grant management, and advanced program evaluation for Public Administration and Criminology researchers and practitioners working in diverse pubic service sectors. The certificate in Grant Writing, Management, and Program Evaluation will provide a competitive edge to students within the MCJ and MPA programs by having the skills and knowledge in grant development and management. The certificate program, taught by both academics researchers, and instructors working within government and non-profit professions, is designed to provide students with the strategic tools to become effective in the competitive world of grant funding.

There are numerous employment opportunities for those with skills in grant writing, grant management, and program evaluation. This includes jobs within a variety of public service settings, such non-profit organizations, local and national government offices, schools, school districts, and universities, criminal justice agencies, and private businesses. The skillset offered by the graduate certificate includes program evaluation, grant writing, and grant management are highly transferable to a wide and diverse job market.

**Demand:**

### The state of Colorado is home to nearly 19,000 non-profit agencies and organizations that employ more than 142,000 nonprofit professionals, representing 8 percent of the total Colorado workforce. The non-profit sector in the Pikes Peak Region is also sizable and has a wide impact on the economy. Nearly thirteen hundred 501(c) organizations are based in El Paso and Teller Counties. Non-profit organizations based in the Pikes Peak region employ an estimated 18,000 workers and had total expenditures of $2.58 billion during the 2010-2011 period.[[6]](#footnote-6)

### Colorado Springs is home to the Center for Nonprofit Excellence, a 501(c) that works to strengthen Southern Colorado’s nonprofit sector through leadership and resource development, advocacy and collaboration. The Center provides training and education services, technical assistance, and ongoing networking and partnering opportunities that connect nonprofits with the region’s funding and business communities.  CNE Members have access to resources and educational services at reduced or no cost. The proposed graduate certificate will provide an additional and much needed resource for the Colorado Springs and Southern Colorado Region.

The certificate program will receive demand from new grant writers, community-based professionals in nonprofit organizations, state, county, and local governments and agencies, chambers of commerce, criminal justice agencies, K-12 settings, higher education (private and public), public health, social work, as well as independent consultants. The certificate will provide comprehensive coverage of grant writing and management, and research and program evaluation, while demonstrating the importance of securing funding for programs, initiatives, and other organizational needs.

The format for the certificate program is designed to attract aspiring and in-career students including researchers, local government managers, assistant directors, department heads, budget and policy analysts, engineers, and planners, as well as other professionals from operating departments of local governments and non-profits. Further, Colorado City and County Management Association, the leading local government professional institution in the state of Colorado is open to additional partnerships with Colorado based higher education institutions. The Grant Writing, Management, and Program Evaluation certificate is a way to help make space within the program for that growing relationship. The certificate curriculum is ideal for individuals who want to become grant development specialists, and for college graduates who want to enhance their resumes and maximize their chances of employment.

We have explored the salaries of those positions within grant writing / grant management careers. As noted below, the U.S. Bureau of Labor Statistics (BLS) does not collect data specific to this occupation. But, there is a growing number of sources that have documented the earnings associated with careers involved in grant writing and grant management.

“Much of the employment and wage information about grant writers is anecdotal, because the U.S. Bureau of Labor Statistics (BLS) does not collect data specific to this occupation. BLS counts many grant writers among other types of writers and authors. But a worker —who does more than write grants—may be counted in other occupations, including social and community service managers and postsecondary teachers. Many grant writers are self-employed and these self-employed grant writers usually charge a flat fee or an hourly rate for their services. Anecdotal information suggests that self-employed grant writers charge fees of between hundreds and thousands of dollars per project, while hourly rates range from $20 to $100, depending on experience and other factors.”[[7]](#footnote-7)

The annual salary for someone with the job title Grants/Proposal Writer may vary depending on a number of factors including industry, company size, location, years of experience and level of education. Our team of Certified Compensation Professionals has analyzed survey data collected from thousands of HR departments at companies of all sizes and industries to present this range of annual salaries for people with the job title Grants/Proposal Writer in the United States. For example the median expected annual pay for a typical Grants/Proposal Writer in the United States is $62,373 so 50% of the people who perform the job of Grants/Proposal Writer in the United Sates are expected to make less than $62,373.

Reference: <http://www1.salary.com/Grants-Proposal-Writer-Salary.html>

According to Indeed.com, the average national salary for grant writers was $51,000 annually as of October 2014. Pay is highly dependent on experience, education and location. For example, grant writers in the Southeast earned $52,333 per year, while grant writers in the Northeast made $59,333 annually. Grant writers in the Pacific Northwest averaged $45,000 yearly, and writers in the Midwest earned just under the national average with $51,333 annually.

Reference: <http://www.indeed.com/salary/Grant-Writer.html>

**Certificate Outline:**

The Grant Writing, Management, and Program Evaluation certificate courses were designed to provide a challenging, master's level, "real world"-based educational opportunity in grant writing and management and program evaluation. The courses engage faculty, practitioners, and graduate students in systematic research and study designed to improve the quality of grant writing and program evaluation within local governments, non-profits, educational settings and criminal justice and public service agencies.

With courses taught in a variety of formats including in-class, on-line, hybrid and core and elective courses providing flexible content to meeting the research interests and educational learning goals of the participants in the certificate program, students/participants will:

* Develop and use the “language” of grants and become familiar with proposal development techniques.
* Access, comprehend and edit the massive amount of online funding information.
* Identify and understand funding sources and processes: federal, state, local and private.
* Design and write creative proposal letters as well as critique others’ proposals.
* Create budgets that reflect and support the needs of your project.
* Develop effective evaluation tools to assess the success of your project and be accountable to the funding agency. This will also help with future funding.
* Understand fiscal management functions and regulations that apply to grant administration once you are funded.

The SPA considers on-time certificate completion rates to be within 2 years of applying and being accepted into the certificate program. The SPA has instituted a survey assessment to capture student employment information upon certificate completion to report on-time completion rates as well as job placement rates. Similar to other School of Public Affairs certificates, information regarding completion rate, job placement rate and median loan information will be posted on each certificate webpage.

* 1. **Courses and requirements (e.g., minimum grades) to complete the certificate.**

**Certificate Proposal:**

The Grant Writing, Management, and Program Evaluation Certificate Program will consist of four 3-credit hour graduate courses totaling twelve hours of graduate coursework.

* Certificate courses can be used to fulfill requirements for the Masters in Public Administration and the Masters of Criminal Justice.
* The graduate-level certificate program is designed for people interested in or around a professional career in research, education, non-profit management, and local government.
* Participants will complete the following courses:
* Participants will complete one course in program evaluation, grant writing, grant management, and one elective course that emphasizes the students learning goals around advanced program and intervention evaluation, statistics, non-profit / local government issues, or budgeting and management tools.

**Three required courses:**

**(1) CJ 5350 / PAD 5350 - Program Evaluation**

Describes the theory and methodology for the design of social research and demonstration projects and the application of analytic and statistical methods for evaluating public programs. Focus is on the application of evaluation methods and techniques of data interpretation. Report preparation is emphasized.

**(2) CJ 6115 / PAD 6115 - Grant Writing**

Designed to provide students with the knowledge and skills to perform one of the most critical functions for any public or nonprofit sector agency today: gaining funds through proposals. Students learn how to find a funding source among various public and private sources and how to plan and write a proposal.

**(3) CJ 6125/ PAD 6125 - Grant Management – New course proposal**

Designed for grant management for public and nonprofit agencies. Provides students with knowledge regarding the procedures required for proposal processing within organizations and the processes and policies entailed in managing grant awards. Addresses programmatic and financial aspects from project development including proposal and budget development, partnership/relationship building, implementation, accepting and managing grant and contract awards, grants-management system(s), reporting, record keeping, and accountability, audit requirements, ethics in the grants environment, audits and monitoring, through closeout procedures, and program evaluation. Course content also includes federal OMB circulars, basic human resource issues, and project management strategies reporting obligations.

**One elective from the list below:**

**CJ / PAD 6135 – Advanced Program Evaluation – New course proposal**

Students design and carry out an evaluation of a program that incorporates current evaluation methods and principles derived from research, theory, practice wisdom, and their own experience. These occur within a field placement agency or their own workplace agency. Topics include purposes and types of evaluations at the program and direct practice levels, instrument design, data analysis, ethical issues, and organizational, political, social and cultural factors affecting evaluation in diverse human contexts. Evaluation methods covered include single-system designs; client-focused evaluations; practitioner-focused evaluations; program (group-level) evaluations, including input, process, outcome evaluations; standardized and self-constructed instruments, data analysis and reporting.

**CJ 5009 - Crime and Violence Prevention and Intervention – New course proposal**

The course will draw on criminological, social and behavioral science, and public health theories and methods, to examine prevention and intervention development, evaluation paradigms, and methods of process and outcome evaluations. Drawing on major theories and research pertinent to crime and violence, including characteristics of violence and relevant risk factors, reporting and treatment protocols, and current/potential intervention efforts and prevention initiatives; emphasis is on interdisciplinary contributions to violence prevention and control. Students will be exposed to randomized designs, such as community trials, and evaluation of non-randomized interventions, such as policies and legislation. Special attention is given to the implications of process evaluation in modifying criminal justice policy-making and decision-making.

**CJ 5004 - Statistics**

This course covers principles of descriptive and inferential statistics and provides tools for understanding research findings. Topics include: hypothesis testing and point estimation; bivariate and multivariate measures of association; inferential statistics; ordinary least square regressions, and logical regression analyses.

**PAD 5140 - Nonprofit Financial Management**

Financial management is one of the core competencies of effective nonprofit managers. Every nonprofit organization needs money to sustain or advance its mission. This course provides a grounding in financial management for the “Non-accountant” by focusing on an array of knowledge and management skill areas necessary for allocating and controlling resources, and for analyzing, reporting and protecting the fiscal health of the organization. Topics include key accounting principles, understanding and using financial statements, the budget development process, cash flow analysis, banking relationships, using the audit report, maximizing investment policy and strategy, and understanding the boundaries of tax exemption.

**PAD 5110 - Seminar in Nonprofit Management**

This course provides students with an overview of the principles and concepts that are unique to nonprofit management. Topics include funding diversity, human resource management, program planning and evaluation, marketing, volunteer management, and ethics. Students are also given an introduction to the history and the importance of the nonprofit sector.

**PAD 5150 - Understanding and Achieving Funding Diversity**

This class is designed to provide a comprehensive overview of the range of funding sources available to nonprofit organizations (e.g. foundation and governmental grants, individual and corporate donations, entrepreneurial sources of revenue, events, etc.), as well as detailed information on how to secure support of the various sources presented. Additionally, students are expected to gain both theoretical and practical knowledge relevant to fundraising and why it is important to diversify an organization’s revenue streams.

**PAD 5503 - Governmental Budgeting**

Introduces students to the theories, concepts, and practice of government budgeting and discusses the current issues and challenges in this field. Topics include budget cycles and formats, political considerations, costing and analytical tasks, and fiscal management issues. The role of budgets and budget processes in determining and implementing public policies is also considered. Prer., Graduate students only.

**Learning Goals, Objectives, and Outcomes**

**Goal 1: Students will gain a strong foundation in the fundamentals of grant writing**

* Objective 1: Learn how to identify appropriate funding sources within the public and private sector
* Objective 2: Students will identify the main components of a grant proposal
* Objective 3: Students will synthesize a body of work to create a problem statement
* Objective 4: Evaluate grant applications in relation to organizational needs and goals
* Objective 4: Understand the review process and identify strengths and weaknesses in applications

Learning outcome: Students will develop and submit a grant proposal

**Goal 2: Students will be able to develop a project budget**

* Objective 1: Students will detail the basic components of a grant budget
* Objective 2: Students will review sound budgeting practices and apply these principles
* Objective 3: Students will develop and enhance their technical skills to develop a grant budget

Learning outcome: Students will create a full budget for their project

**Goal 3: Students will be able to manage funded projects**

* Objective 1: Students will examine the critical features of effective project/grant managements
* Objective 2: Students will compare project management across diverse agencies

Learning Outcome: Students will apply and create their own project management plan

**Goal 4: Students will be prepared to evaluate their projects**

* Objective 1: Students will describe the different aspects of program evaluation
* Objective 2: Students will analyze the best approach for various grant funded projects
* Objective 3: Students will explain data analysis and basic statistical concepts

Learning outcome: Students will develop an evaluation plan for their project

* 1. **Admission criteria (at a minimum must follow criteria delineated in policy but program may have higher standards)**

Admission to the Graduate Certificate in Grant Writing, Management, and Program Evaluation requires a student holds a Bachelor's degree from an accredited institution, and all courses for the certificate must be completed with a grade of B- or better in order to earn the certificate. Before enrolling for courses, new students must apply to the University for unclassified student status and pay the required $25 application fee for unclassified student status. Current graduate degree-seeking students can pursue one or more of the certificates as part of their degree plan. In addition, all individuals wanting to pursue a graduate certificate must submit a one-page certificate application and official transcripts to the Office of Admissions and Records showing that an undergraduate degree has been conferred.

* 1. **The exit process (include requirements for finishing, any forms that must be completed stating who completes these forms—student, faculty director, etc.; who will provide a list of completers to A&R so that a person’s transcript may be changed).**

Students are reminded in their course syllabi to contact Ms. Crista Hill, SPA Outreach/Student Services Specialist, upon completion of their final certificate course to obtain their certificate exit survey. The survey is used for program assessment. At this time Ms. Hill obtains the SPA Dean’s signature on certificate completion paperwork and notifies Admissions & Records of the completion of the new certificate. Upon, passage of the new graduate certificate guidelines, Ms. Hill will be working with Admission & Records to create an automated system that will no longer require student notification. At the present time, each semester, Ms. Hill runs a audit of program degree and non-degree students to ensure that all students who have completed the certificate have been reported to Admission and Records.

* 1. **Costs of offering the certificate program.**

Changes in the School’s resources to provide the certificate program are minimal. Two of the required courses, CJ 5350 / PAD 5350 - Program Evaluation and CJ 6115 / PAD 6115 - Grant Writing, are currently being taught by the faculty within the School. Among the proposed electives, CJ 5004, CJ 5110, CJ 5003, PAD 5110, PAD 5140, PAD 5150, PAD 5503 are currently taught within the School. We believe the certificate may increase the number of students who will take advantage of these existing education resources.

Further, although there will be two new classes including a core class (**CJ 6125/ PAD 6125 - Grant Management**) and elective (CJ / PAD 6135 – Advanced Program Evaluation) and these are new courses that will require faculty preparation, the content of these courses are likely to be highly attractive to students within the Grant Writing and Program Evaluation Certificate but also within our Non-Profit Management Certificate. The cost burden of these two new courses is likely to be at least $3,500 (typical lecture remuneration) for the elective to be taught. This number does not reflect overload, on-budget or off-budget course scheduling or the specific rank of the person teaching the course. Instead, the number is provided recognition that the department will incur a cost, whether that is shifting or resources or adding resources, in the current design of the certificate.

The Graduate Certificate in Grant Writing, Management, and Program Evaluation will complement some of the other academic initiatives in the School of Public Affairs, including the Graduate Certificates in Nonprofit Fund Development and Nonprofit Management. MPA and MCJ students will be able to obtain the proposed certificate in addition to one of these nonprofit certificates (given the complementary and partially overlapping curriculum). Together these educational experiences will provide present and future grant and fund development professionals with the knowledge and skills for successful grant and contract writing, in addition to fundraising in both the profit and nonprofit sectors. The three certificates through their complementary course requirements provide a number of major knowledge areas: current and prospective donor research, relationship building, securing grants, contracts, and gifts, grant writing and management and accountability.

**Staffing the Proposed Certificate**

CJ 5350 / PAD 5350 - Program Evaluation

* Dr. Terry Schwartz and Matthew Caywood have taught this course annually.
* Drs. Katie Kaukinen and Stephanie Ryon have interest, experience and research background for staffing this course moving forward.
* A variety of local government, nonprofit, and corporate agencies, including DHS, corrections, and related criminal justice and public service agencies have program evaluation professionals that we may use as primary instructors and guest speakers.

CJ 6115 / PAD 6115 - Grant Writing

* Dr. Terry Schwartz, Rose Johnson, and Deborah Sagen have taught this course annually.
* Drs. Katie Kaukinen and Stephanie Ryon have interest, experience, and research background for staffing this course moving forward.
* A variety of local government, nonprofit, and corporate agencies, including DHS, corrections, and related criminal justice and public service agencies have grant specialists that we may use as primary instructors and guest speakers.

**CJ 6125/ PAD 6125 - Grant Management (3) – New course proposal**

* This is a new course that will begin in the second year of the certificate
* Drs. Kaukinen and Ryon have both indicated an interest in teaching this course. Both have research experience managing multi-million research portfolios.
* This course could also be taught by professionals within the field. For example, DHS, corrections, and other profit and non-profit agencies have grant specialists that we may use as primary instructors and guest speakers.

CJ 6135 / PAD 6135 – Advanced Program Evaluation **– New course proposal**

* This is a new course that will begin in the second year of the certificate
* Drs. Kaukinen and Ryon have both indicated an interest in teaching this course. Both have research experience managing multi-million research portfolios.
* This course could also be taught by professionals within the field. For example, DHS, corrections, and other profit and non-profit agencies have program evaluation staff that we may use as primary instructors and guest speakers.

CJ 5009 - Crime and Violence Prevention and Intervention – **New course proposal**

* This course modification and a new core requirement for the MDJ curriculum.
* The focus of the tenure track Criminology and Criminal Justice faculty is violence prevention, intervention, and evaluation. This course reflects the research and programmatic goals of the MCJ curriculum.
* Initially Drs. Kaukinen and Ryon will teach this course. Drs. Weir and Kosloski will also teach this course as their research in this area develops.

The remaining proposed elective courses (PAD 5110, 5140, 5150, and 5503) are all currently taught regularly by both full-time SPA faculty and professionals from within the community.

The cost of the program for students is a follows:

|  |  |  |
| --- | --- | --- |
|  | Per Semester Expenses / Costs | Annual Expenses / Costs |
| Tuition and Fees | Resident: $1892.55 per 3 credit hours  Non-Resident: $3374.55 per 3 credit hours | Resident: $7,570 for full 12 credit hours  Non-Resident: $13,498.20 for full 12 credit hours |
| Books | $100.00 per course | $400.00 for full certificate |
| Technology Costs | $100 per online course | $100 per online course |
| Room and Board | N/A | N/A |
| Additional Explanation | The cost per three credit hour course is $1892.55 for Colorado Residents and $3374.55 for non-residents. There are three semesters per year. To finish in one year, the student would need to take two courses during one of the terms, which is possible to do. The number per semester above is the total cost averaged over three semesters. The average book cost per class is $100. If a course is taken online, there is a $100 technology fee,which is not reflected in the numbers above.  Program costs vary depending on each student's particular situation. For the 2014 – 2015 year, Colorado residents who complete all coursework on campus pay around $7,570.20 for their certificate, while on-campus nonresident students pay around $13498.20. Distance and/or local students who complete all degree requirements online will pay around $7,970.  Students can estimate specific tuition costs by using the tuition calculator on the Student Financial Services website <http://www.uccs.edu/bursar/bill_estimate_2014_2015.html> | |

* 1. **Expected benefits, income, return on investment.**

The certificate will further the School’s mission to provide students with knowledge and research skills that will advance their educational and career goals within public service. The certificate will also serve in advancing students within professional public service via partnerships with agencies via service learning projects. The certificate program also expects gradate certificate participation to generate additional MCJ and MPA graduate students. In the past, graduate certificate participants have moved on to earn their MPA or MCJ. Among our MCJ and MPA graduates many started as certificate holders (or certificate students). Since Spring 2012, among our MPA and MCJ graduate (who were also certificate holders) the following entered as certificate students: 21% Criminal Justice, 17% Homeland Defense, 22% Nonprofit Fund Development, 8% Nonprofit Management, 6% Public Management, and 8% Security Intelligence.

* 1. **If applicable, describe any fees (e.g., program, course, application) that you will charge. (Note: You will need to follow campus procedures for fees.)**

The only fee is that set by the graduate student office for processing applications ($25.00).

* 1. **If you are proposing a non-notated certificate, please explain why this is the best type of certificate and why you are not using a CoS or PD certificate. Please submit a plan for how you will inform students that the certificate will not be notated on official university transcripts.**

Not Applicable.

**PART II** (for GE Certificates)

1. **Program website URL for certificate program:**

A website URL will not be assigned to the program until the program receives full UCCS approval. The website will mirror those other School of Public Administration Certificates including the Certificate in Public Management <http://www.uccs.edu/academics/degrees.html>.

1. **Provide a narrative description of how the institution determined the need for the program. Describe what need this program will address and how the institution became aware of that need. If the program will be offered in connection with, or in response to, an initiative by a governmental entity, provide details of that initiative.**

Many non-profit, government, and educational organizations qualify for grant funds. The Foundation Center[[8]](#footnote-8) estimates that there are over 86,000 foundations within the United States, with $715 billion in assets, providing more than $52 billion in awards and giving. Data from the Urban Institute[[9]](#footnote-9) have estimated government contracts and grants to human service nonprofit organizations to be close to $81 billion in 2012. Grants[[10]](#footnote-10) are an ever-important source of funding for both public and non-profit agencies. Grant funding provides the opportunity for innovative program development while filling key service gaps that allow agencies to extend their reach to traditionally underserved populations. Research from the Urban Institute[[11]](#footnote-11) notes that on average, nonprofits have six contracts and/or grants per organization. For many human services organizations, government funding accounted for over 65 percent of their revenues and is the largest funding source for 60 percent of organizations. The Urban Institute report[[12]](#footnote-12) also noted that governments’ administration of contracts and grants was problematic for many nonprofits. In particular, most (75 percent) note that the complexity and time required for applying and reporting on contracts and grants was a problem.

The proposed SPA graduate certificate was designed to address the growing need for skills within grant writing, grant management, and advanced program evaluation for Public Administration and Criminology researchers and practitioners working in diverse pubic service sectors. The certificate in Grant Writing, Management, and Program Evaluation will provide a competitive edge to students within the MCJ and MPA programs by having the skills and knowledge in grant development and management. The certificate program, taught by both academics researchers, and instructors working within government and non-profit professions, is designed to provide students with the strategic tools to become effective in the competitive world of grant funding.

There are numerous employment opportunities for those with skills in grant writing, grant management, and program evaluation. This includes jobs within a variety of public service settings, such non-profit organizations, local and national government offices, schools, school districts, and universities, criminal justice agencies, and private businesses. The skillset offered by the graduate certificate includes program evaluation, grant writing, and grant management are highly transferable to a wide and diverse job market.

1. **Provide a narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs.**

### The state of Colorado is home to nearly 19,000 non-profit agencies and organizations that employ more than 142,000 nonprofit professionals, representing 8 percent of the total Colorado workforce. The non-profit sector in the Pikes Peak Region is also sizable and has a wide impact on the economy. Nearly thirteen hundred 501(c) organizations are based in El Paso and Teller Counties. Non-profit organizations based in the Pikes Peak region employ an estimated 18,000 workers and had total expenditures of $2.58 billion during the 2010-2011 period.[[13]](#footnote-13)

### Colorado Springs is home to the Center for Nonprofit Excellence, a 501(c) that works to strengthen Southern Colorado’s nonprofit sector through leadership and resource development, advocacy and collaboration. The Center provides training and education services, technical assistance, and ongoing networking and partnering opportunities that connect nonprofits with the region’s funding and business communities.  CNE Members have access to resources and educational services at reduced or no cost. The proposed graduate certificate will provide an additional and much needed resource for the Colorado Springs and Southern Colorado Region.

**For example, indicate if Bureau of Labor Statistics data or state labor data systems information was used, and/or if state, regional, or local workforce agencies were consulted.**

We used the Bureau of Labor Statistics data and publicly available employment search engines to identify compensation ranges for grant writing/management positions. As noted below, the U.S. Bureau of Labor Statistics (BLS) does not collect data specific to this occupation. See Appendix 1: Sample Grant Writing/Management Employment Advertisements in Colorado.

**Include how the course content, program length, academic level, admission requirements, and prerequisites were decided; including information received from potential employers about course content; and information regarding the target students and employers.**

The core faculty within the MCJ began to meet in the Summer of 2014 to discuss the development of the graduate certificate in Grant Writing, Management, and Program Evaluation. The faculty had each completed a review of the existing curriculum across the country, which includes option areas within academic degrees, certificate programs, and graduate degrees. At the core of each program were the courses of grant writing, grant management, and program evaluation.

1. **Provide a narrative description of any wage analysis the institution may have performed, including any consideration of Bureau of Labor Statistics wage data related to the new program.**

We have explored the salaries of those positions within grant writing / grant management careers. As noted below, the U.S. Bureau of Labor Statistics (BLS) does not collect data specific to this occupation. But, there is a growing number of sources that have documented the earnings associated with careers involved in grant writing and grant management. See Appendix 1: Sample Grant Writing/Management Employment Advertisements in Colorado.

Employment and wages.Much of the employment and wage information about grant writers is anecdotal, because the U.S. Bureau of Labor Statistics (BLS) does not collect data specific to this occupation. BLS counts many grant writers among other types of writers and authors. But a worker —who does more than write grants—may be counted in other occupations, including social and community service managers and postsecondary teachers. Many grant writers are self-employed. Self-employed grant writers usually charge a flat fee or an hourly rate for their services. Anecdotal information suggests that self-employed grant writers charge fees of between hundreds and thousands of dollars per project, while hourly rates range from $20 to $100, depending on experience and other factors.

Reference: <http://www.bls.gov/careeroutlook/2014/youre-a-what/grant-writer.htm>

The annual salary for someone with the job title Grants/Proposal Writer may vary depending on a number of factors including industry, company size, location, years of experience and level of education. Our team of Certified Compensation Professionals has analyzed survey data collected from thousands of HR departments at companies of all sizes and industries to present this range of annual salaries for people with the job title Grants/Proposal Writer in the United States. For example the median expected annual pay for a typical Grants/Proposal Writer in the United States is $62,373 so 50% of the people who perform the job of Grants/Proposal Writer in the United Sates are expected to make less than $62,373.

Reference: <http://www1.salary.com/Grants-Proposal-Writer-Salary.html>

According to Indeed.com, the average national salary for grant writers was $51,000 annually as of October 2014. Pay is highly dependent on experience, education and location. For example, grant writers in the Southeast earned $52,333 per year, while grant writers in the Northeast made $59,333 annually. Grant writers in the Pacific Northwest averaged $45,000 yearly, and writers in the Midwest earned just under the national average with $51,333 annually.

Reference: <http://www.indeed.com/salary/Grant-Writer.html>

1. **Was the program reviewed and approved by any external groups such as:**

Not Applicable.

1. **Provide a narrative description of how the program was reviewed or approved by, or developed in conjunction with, the entities selected in #5. For example, describe the steps taken to develop the program, identify when and with whom discussions were held, provide relevant details of any proposals or correspondence generated, and/or describe any process used to evaluate the program. The institution must retain, for review and submission to the appropriate federal agencies upon request, copies of meeting minutes, correspondence, proposals, or other documentation to support the development, review, and/or approval of the program.**

Not Applicable.

1. **Describe how you will determine the on-time completion rate, job placement rate, and median loan debt in order to disclose the information on the departmental website.**

The SPA considers on-time certificate completion rates to be within 2 years of applying and being accepted into the certificate program. Ms. Crista hill is will request an annual update from the UCCS Financial Aid office regarding the median student loan debt for each certificate offered by the School of Public Administration. The Schools has instituted a survey assessment to capture student employment information upon certificate completion to report on-time completion rates as well as job placement rates. The basic survey is presented below. Similar to other School of Public Affairs certificates, information regarding completion rate, job placement rate and median loan information will be posted on each certificate webpage. The webpage will be updated annually by the SPA Educational Technologist.

Certificate Completion Survey

Have you completed a graduate certificate (s)? \_\_\_\_ Yes \_\_\_\_ No

If yes, which graduate certificate(s) did you complete?

\_\_\_\_\_Public Management

\_\_\_\_\_Criminal Justice

\_\_\_\_\_Nonprofit Management

\_\_\_\_\_Nonprofit Fund Development

\_\_\_\_\_Homeland Defense

\_\_\_\_\_Security Intelligence

\_\_\_\_\_ Other and, if other please List all \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. To what extent did your certificate work improve your knowledge and abilities in the area of your certificate?

\_\_\_Greatly improved my abilities in this area

\_\_\_ Somewhat improved my abilities in this area

\_\_\_ Slightly improved my abilities in this area

—— Did not improve my abilities in this area.

3. Please rate the extent to which you agree with the sentences below using this scale:

1 = Strongly Agree; 2 = Agree; 3 = Disagree; 4 = Strongly disagree; NA = Not Applicable

The knowledge and skills I gained in my MPA courses will help me perform well in future jobs.

\_\_\_\_\_\_ My certificate completion will improve my ability to get the jobs I want.

\_\_\_\_\_\_ My certificate completion stimulated my interest in community affairs and public service.

\_\_\_\_\_\_ My certificate completion has increased my effectiveness in my current work.

\_\_\_\_\_\_ My certificate completion has provided me with a strong foundation for success in my chosen profession.

4. Within six months of completing my certificate program, I have been able to:

—Complete my MPA/MCJ

\_\_Completed and Passed a professional Exam

\_\_Obtained a job in public affairs or a related field

\_\_Gained a promotion within my current work place

\_\_Received recognition of my certificate completion from my current employer

5. Please indicate your current employment status. Please indicate your employment status while pursuing your degree.

\_\_\_Full-Time, working in the public affairs

\_\_\_Full-Time, working outside public affairs

\_\_\_Part-Time, working in public affairs

\_\_\_Part-Time, working outside of public affairs

\_\_\_Unemployed, recently retired from military service

\_\_\_Unemployed, recently graduated from an education program

\_\_\_Unemployed, recently changed jobs

6. Please indicate your employment status while pursuing your degree.

\_\_\_Full-Time, working in the public affairs

\_\_\_Full-Time, working outside public affairs

\_\_\_Part-Time, working in public affairs

\_\_\_Part-Time, working outside of public affairs

\_\_\_Unemployed, recently retired from military service

\_\_\_Unemployed, recently graduated from an education program

\_\_\_Unemployed, recently changed jobs

1. **When do you intend to begin disbursing Title IV funds to students:**

Fall 2015

1. **Estimate the cost of the program (you may change table as needed for your certificate and whether the program is online or in-person but make sure you include all information needed for GE designation):**

The cost of the program for students is a follows:

|  |  |  |
| --- | --- | --- |
|  | Per Semester Expenses / Costs | Annual Expenses / Costs |
| Tuition and Fees | Resident: $1892.55 per 3 credit hours  Non-Resident: $3374.55 per 3 credit hours | Resident: $7,570 for full 12 credit hours  Non-Resident: $13,498.20 for full 12 credit hours |
| Books | $100.00 per course | $400.00 for full certificate |
| Technology Costs | $100 per online course | $100 per online course |
| Room and Board | N/A | N/A |
| Additional Explanation | The cost per three credit hour course is $1892.55 for Colorado Residents and $3374.55 for non-residents. There are three semesters per year. To finish in one year, the student would need to take two courses during one of the terms, which is possible to do. The number per semester above is the total cost averaged over three semesters. The average book cost per class is $100. If a course is taken online, there is a $100 technology fee,which is not reflected in the numbers above.  Program costs vary depending on each student's particular situation. For the 2014 – 2015 year, Colorado residents who complete all coursework on campus pay around $7,570.20 for their certificate, while on-campus nonresident students pay around $13498.20. Distance and/or local students who complete all degree requirements online will pay around $7,970.  Students can estimate specific tuition costs by using the tuition calculator on the Student Financial Services website <http://www.uccs.edu/bursar/bill_estimate_2014_2015.html> | |

1. **Using the Standard Occupational Classifications < http://www.bls.gov/soc/ >**
   1. **Select the primary occupational group for which the Gainful Employment Program will train the student:**

Standard Occupational Classifications:

NAICS 813200 - Grant making and Giving Services

NAICS 813300 - Social Advocacy Organizations

NAICS 813400 - Civic and Social Organizations

NAICS 813900 - Business, Professional, Labor, Political, and Similar Organizations

Reference: <http://www.bls.gov/oes/current/naics4_813200.htm#11-0000>

* 1. **List all six-digit codes that reflect occupations in which the graduates of the proposed program will be trained for employment:**

Specific Occupational Codes:

00-0000 All Occupations

11-0000 Management Occupations

13-0000 Business and Financial Operations Occupations

19-0000 Life, Physical, and Social Science Occupations

21-0000 Community and Social Service Occupations

23-0000 Legal Occupations

25-0000 Education, Training, and Library Occupations

27-0000 Arts, Design, Entertainment, Sports, and Media Occupations

29-0000 Healthcare Practitioners and Technical Occupations

31-0000 Healthcare Support Occupations

33-0000 Protective Service Occupations

41-0000 Sales and Related Occupations

43-0000 Office and Administrative Support Occupations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Occupational  Code | Occupational Title | Median Hourly Wage | Mean Hourly Wage | Annual Mean Wage |
| 00-0000 | All Occupations | $22.93 | $28.62 | $59,540 |
| 11-0000 | [Management Occupations](http://www.bls.gov/oes/current/oes110000.htm) | $45.66 | $54.25 | $112,830 |
| 11-1000 | Top Executives | $53.95 | $63.28 | $131,620 |
| 11-1011 | [Chief Executives](http://www.bls.gov/oes/current/oes111011.htm) | $68.91 | $77.83 | $161,890 |
| 11-1021 | [General and Operations Managers](http://www.bls.gov/oes/current/oes111021.htm) | $51.13 | $60.35 | $125,530 |
| 11-2031 | [Public Relations and Fundraising Managers](http://www.bls.gov/oes/current/oes112031.htm) | $45.00 | $50.99 | $106,060 |
| 11-3000 | Operations Specialties Managers | $49.67 | $55.21 | $114,830 |
| 11-3011 | [Administrative Services Managers](http://www.bls.gov/oes/current/oes113011.htm) | $38.28 | $44.74 | $93,050 |
| 11-3131 | [Training and Development Managers](http://www.bls.gov/oes/current/oes113131.htm) | $49.06 | $53.16 | $110,570 |
| 11-9000 | Other Management Occupations | $35.56 | $41.21 | $85,720 |
| 11-9030 | Education Administrators | $30.70 | $33.01 | $68,660 |
| 11-9031 | [Education Administrators, Preschool and Childcare Center/Program](http://www.bls.gov/oes/current/oes119031.htm) | $22.69 | $24.45 | $50,850 |
| 11-9039 | [Education Administrators, All Other](http://www.bls.gov/oes/current/oes119039.htm) | $39.42 | $39.58 | $82,320 |
| 11-9111 | [Medical and Health Services Managers](http://www.bls.gov/oes/current/oes119111.htm) | $42.60 | $46.67 | $97,070 |
| 11-9151 | [Social and Community Service Managers](http://www.bls.gov/oes/current/oes119151.htm) | $32.56 | $37.08 | $77,120 |
| 11-9199 | [Managers, All Other](http://www.bls.gov/oes/current/oes119199.htm) | $50.23 | $56.45 | $117,410 |
| 13-1041 | [Compliance Officers](http://www.bls.gov/oes/current/oes131041.htm) | $34.03 | $35.24 | $73,300 |
| 13-1070 | Human Resources Workers | $28.73 | $29.93 | $62,240 |
| 13-1071 | [Human Resources Specialists](http://www.bls.gov/oes/current/oes131071.htm) | $28.82 | $30.01 | $62,420 |
| 13-1111 | [Management Analysts](http://www.bls.gov/oes/current/oes131111.htm) | $29.52 | $35.32 | $73,470 |
| 13-1121 | [Meeting, Convention, and Event Planners](http://www.bls.gov/oes/current/oes131121.htm) | $22.94 | $24.47 | $50,900 |
| 13-1131 | [Fundraisers](http://www.bls.gov/oes/current/oes131131.htm) | $25.32 | $27.68 | $57,570 |
| 13-1151 | [Training and Development Specialists](http://www.bls.gov/oes/current/oes131151.htm) | $25.39 | $28.37 | $59,000 |
| 13-1161 | [Market Research Analysts and Marketing Specialists](http://www.bls.gov/oes/current/oes131161.htm) | $26.37 | $28.08 | $58,410 |
| 19-1041 | [Epidemiologists](http://www.bls.gov/oes/current/oes191041.htm) | $37.01 | $36.13 | $75,160 |
| 19-3000 | Social Scientists and Related Workers | $31.68 | $35.90 | $74,680 |
| 19-3011 | [Economists](http://www.bls.gov/oes/current/oes193011.htm) | $54.99 | $55.79 | $116,050 |
| 19-3022 | [Survey Researchers](http://www.bls.gov/oes/current/oes193022.htm) | $26.77 | $27.56 | $57,330 |
| 19-4061 | [Social Science Research Assistants](http://www.bls.gov/oes/current/oes194061.htm) | $20.53 | $25.22 | $52,460 |
| 21-0000 | [Community and Social Service Occupations](http://www.bls.gov/oes/current/oes210000.htm) | $18.74 | $20.23 | $42,080 |
| 21-1000 | Counselors, Social Workers, and Other Community and Social Service Specialists | $18.74 | $20.24 | $42,090 |
| 21-1010 | Counselors | $20.14 | $20.17 | $41,960 |
| 21-1012 | [Educational, Guidance, School, and Vocational Counselors](http://www.bls.gov/oes/current/oes211012.htm) | $21.01 | $21.29 | $44,290 |
| 21-1014 | [Mental Health Counselors](http://www.bls.gov/oes/current/oes211014.htm) | $20.19 | $19.78 | $41,140 |
| 21-1015 | [Rehabilitation Counselors](http://www.bls.gov/oes/current/oes211015.htm) | $17.67 | $18.32 | $38,100 |
| 21-1019 | [Counselors, All Other](http://www.bls.gov/oes/current/oes211019.htm) | $9.13 | $14.89 | $30,970 |
| 21-1020 | Social Workers | $20.18 | $21.66 | $45,060 |
| 21-1021 | [Child, Family, and School Social Workers](http://www.bls.gov/oes/current/oes211021.htm) | $18.33 | $20.19 | $41,990 |
| 21-1022 | [Healthcare Social Workers](http://www.bls.gov/oes/current/oes211022.htm) | $22.42 | $23.38 | $48,640 |
| 21-1023 | [Mental Health and Substance Abuse Social Workers](http://www.bls.gov/oes/current/oes211023.htm) | $20.77 | $21.33 | $44,360 |
| 21-1029 | [Social Workers, All Other](http://www.bls.gov/oes/current/oes211029.htm) | $25.52 | $25.70 | $53,450 |
| 21-1090 | Miscellaneous Community and Social Service Specialists | $18.12 | $19.72 | $41,030 |
| 21-1091 | [Health Educators](http://www.bls.gov/oes/current/oes211091.htm) | $23.16 | $24.73 | $51,430 |
| 21-1093 | [Social and Human Service Assistants](http://www.bls.gov/oes/current/oes211093.htm) | $16.37 | $17.30 | $35,990 |
| 21-1094 | [Community Health Workers](http://www.bls.gov/oes/current/oes211094.htm) | $18.73 | $19.97 | $41,530 |
| 21-1099 | [Community and Social Service Specialists, All Other](http://www.bls.gov/oes/current/oes211099.htm) | $20.20 | $21.17 | $44,040 |
| 21-2000 | Religious Workers | $18.35 | $19.72 | $41,020 |
| 21-2021 | [Directors, Religious Activities and Education](http://www.bls.gov/oes/current/oes212021.htm) | $25.41 | $26.63 | $55,380 |
| 23-0000 | [Legal Occupations](http://www.bls.gov/oes/current/oes230000.htm) | $51.47 | $56.36 | $117,240 |
| 23-2000 | Legal Support Workers | $31.03 | $34.92 | $72,620 |
| 23-2011 | [Paralegals and Legal Assistants](http://www.bls.gov/oes/current/oes232011.htm) | $30.99 | $35.14 | $73,090 |
| 25-0000 | [Education, Training, and Library Occupations](http://www.bls.gov/oes/current/oes250000.htm) | $16.13 | $19.96 | $41,510 |
| 25-4000 | Librarians, Curators, and Archivists | $30.06 | $31.90 | $66,360 |
| 25-4010 | Archivists, Curators, and Museum Technicians | $36.50 | $39.81 | $82,810 |
| 25-4011 | [Archivists](http://www.bls.gov/oes/current/oes254011.htm) | $25.54 | $29.21 | $60,750 |
| 25-4012 | [Curators](http://www.bls.gov/oes/current/oes254012.htm) | $42.60 | $45.98 | $95,640 |
| 25-4013 | [Museum Technicians and Conservators](http://www.bls.gov/oes/current/oes254013.htm) | $35.79 | $34.35 | $71,440 |
| 25-4021 | [Librarians](http://www.bls.gov/oes/current/oes254021.htm) | $22.23 | $21.60 | $44,930 |
| 25-9031 | [Instructional Coordinators](http://www.bls.gov/oes/current/oes259031.htm) | $33.96 | $32.43 | $67,440 |
| 27-0000 | [Arts, Design, Entertainment, Sports, and Media Occupations](http://www.bls.gov/oes/current/oes270000.htm) | $24.37 | $27.33 | $56,850 |
| 27-2000 | Entertainers and Performers, Sports and Related Workers | $14.48 | $20.15 | $41,910 |
| 27-3000 | Media and Communication Workers | $25.22 | $28.12 | $58,490 |
| 27-3031 | [Public Relations Specialists](http://www.bls.gov/oes/current/oes273031.htm) | $24.09 | $27.22 | $56,620 |
| 27-3040 | Writers and Editors | $29.46 | $32.14 | $66,860 |
| 27-3041 | [Editors](http://www.bls.gov/oes/current/oes273041.htm) | $30.19 | $35.24 | $73,300 |
| 27-3042 | [Technical Writers](http://www.bls.gov/oes/current/oes273042.htm) | $29.04 | $29.50 | $61,350 |
| 27-3043 | [Writers and Authors](http://www.bls.gov/oes/current/oes273043.htm) | $29.31 | $31.23 | $64,970 |
| 27-3090 | Miscellaneous Media and Communication Workers | $19.49 | $20.98 | $43,640 |
| 27-3099 | [Media and Communication Workers, All Other](http://www.bls.gov/oes/current/oes273099.htm) | $17.24 | $20.67 | $43,000 |
| 29-2071 | [Medical Records and Health Information Technicians](http://www.bls.gov/oes/current/oes292071.htm) | $21.01 | $22.38 | $46,550 |
| 29-9000 | Other Healthcare Practitioners and Technical Occupations | $32.49 | $33.73 | $70,160 |
| 31-0000 | [Healthcare Support Occupations](http://www.bls.gov/oes/current/oes310000.htm) | $13.72 | $14.43 | $30,010 |
| 33-0000 | [Protective Service Occupations](http://www.bls.gov/oes/current/oes330000.htm) | $15.05 | $15.34 | $31,910 |
| 41-9000 | Other Sales and Related Workers | $10.18 | $11.90 | $24,750 |
| 43-0000 | [Office and Administrative Support Occupations](http://www.bls.gov/oes/current/oes430000.htm) | $17.48 | $18.62 | $38,720 |
| 43-3061 | [Procurement Clerks](http://www.bls.gov/oes/current/oes433061.htm) | $24.81 | $26.05 | $54,180 |
| 43-4000 | Information and Record Clerks | $15.58 | $16.23 | $33,760 |
| 43-6011 | [Executive Secretaries and Executive Administrative Assistants](http://www.bls.gov/oes/current/oes436011.htm) | $23.58 | $25.12 | $52,240 |
| 43-6014 | [Secretaries and Administrative Assistants, Except Legal, Medical, and Executive](http://www.bls.gov/oes/current/oes436014.htm) | $16.95 | $17.33 | $36,040 |
| 43-9000 | Other Office and Administrative Support Workers | $13.59 | $14.85 | $30,880 |

1. **Have you read the Gainful Employment regulations posted at** [**http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html**](http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html) **and are you aware that failure to comply and failure to meet “gainfulness” could make your program ineligible for the Title IV financial aid on an annual basis?**

Yes

**Have you reviewed the regulations for any further requirements in the application?**

Yes

**Appendix 1: Sample Grant Writing/Management Employment Advertisements in Colorado**

Grants Management Analyst II – Denver Police Department Financial Services: The Grants Management Analyst II will support the Denver Police Department's grant management functions and will work closely in a team with the department's Grant Administrator and Grants Accountants. The selected analyst will have responsibility for the successful administration of the Denver Police Department's grant portfolio, which typically exceeds 30 funded programs (over $10 million). The Management Analyst II will work to expand the department's grant resources to support key Police priorities identified by the Chief of Police as priority projects. Responsible for ensuring timely, complete submission of proposals. Responsible for executing all grant modifications, including grant period extensions, budget modifications, or change of scope/objectives Maintains master budget book to reflect all current, funder approved budgets for Finance use. Communicates approved modifications to all affected parties and completes documentation for the project file. Monitors and maintains the Bureau of Justice Assistance GMS (Grant Management System) account Initiates and tracks all City grant contracts related to grant awards and modifications Grant Reporting. Maintains a master system of all grant report deadlines and assists project leads to ensure timely submission of requisite reports. Compensation Range: $46,632 to $74,611.

Grant and Proposal Developer for the Youth Foundation (the education arm of the Vail Valley Foundation; VVF) and Eagle County Schools (ECS) are jointly hiring a Grant and Proposal Developer.​ The Grant and Proposal Developer will be a contracted position during the first year, with potential to become a full-time, benefited position in year two.​ Compensation Range: $60,000 - $70,000, depending on experience.

Grant Specialist for Mental Health Partners - Boulder, CO: The Grant Specialist and Writer researches and identifies grant opportunities for Mental Health Partners (MHP), develops and writes grant proposals and required reports and facilitates participation and collaboration in the overall grant process among internal stakeholders. Essential Duties: Conducts prospect research on foundations, corporations and government sources to identify and evaluate grant opportunities for MHP; Develops and writes grant proposals in accordance with grantor standards and requirements; Conducts final edit on content of all grant materials; Collaborates with Clinical Services, Research and Evaluation, Accounting and other departments to gather information necessary for proposal development and grant reporting; Complies with all grant reporting required by grantors; Acts as liaison with grantor program staff; Maintains and manages accurate records on grantors and grants; Maintains and distributes a comprehensive grants calendar including deadlines for grant and report submissions and expected award and receivable dates; Develops reports for management and other internal stakeholders. Compensation Range: $18.29 - $26.53 per hour.

Grant Writing Coordinator, Resource Development and Marketing, Colorado Coalition for the Homeless - Denver, CO: The Colorado Coalition for the Homeless seeks a Grant Writing Coordinator to research, identify, write and steward government and private grants for this $50 million organization. The coordinator will administer and communicate the scheduling, planning and research of the three person grant-writing team in order to maintain a mutually supportive team of writers and program managers across the organization to produce first-rate fundable proposals and timely, accurate reporting.

Manager of Grants and Evaluation for A Precious Child - Broomfield, CO: The Manager of Grants and Evaluation is responsible for a full range of activities related to researching, preparing, submitting and managing grant activities. Please note at least two solid years of grant writing experience is required.

Conduct ongoing research of governmental, foundation and corporate grants in order to identify likely funding sources for the organization and/or specific programs and projects. Write a yearly plan and calendar with specific activities and schedule based upon grant and report deadlines. Adhere to all deadlines. Gather statistics, client stories, accomplishments, challenges and other data from program and administrative staff members to include in grant proposals. Compile, write, and edit compelling grant applications exhibiting strong writing skills, attention to detail and ability to follow exact guidelines and requirements

Grant Writer for Jefferson Center for Mental Health - Wheat Ridge, CO: The primary purpose of the Grant Writer is to benefit Jefferson Center for Mental Health by soliciting and stewarding financial support from a variety of grant makers including private and corporate foundations and local governmental entities. The Grant Writer will research, develop and write accurate and timely proposals and grant reports in support of various programs within Jefferson Center for Mental Health. The Grant Writer is a salaried position with benefits and is an office-based position. Responsibilities: Write and/or coordinate the writing of grant proposals, meeting all deadlines and requirements; Prepare proposals, reports, and any other required follow-up for grants; Research potential funding opportunities from a variety of sources, including private and corporate foundations and government grants; Work with appropriate program and finance staff to identify and collect information required for proposals and reports; Help Senior Grants Specialist monitor progress made on goals and objectives of the funded programs and work with appropriate program staff to develop thorough and timely grant reports; Research information on a variety of behavioral health issues to be incorporated into grant proposals

**Required Signatures**

Additional names and signature lines may be added as necessary (e.g., center directors)

**Requested by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  
Faculty: Dr. Catherine Kaukinen Signature Date

**Approvals:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  
MCJ Director: Dr. Catherine Kaukinen Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  
MPA Director: Dr. Donald Klingner Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  
College Dean: Dr. Terry Schwartz Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  
Campus Committee Chair: Dr. Kelli Klebe Signature Date

Graduate School Dean or

Vice Provost of Academic Affairs

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  
Campus Certificate Implementation Signature Date

Committee Chair: Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  
Provost: Dr. Mary Coussons-Read Signature Date

**To be completed by the Campus Certificate Implementation Committee:**

CIP Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plan Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Career Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subplan Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meets all federal Gainful Employment Certificate Requirements?: Yes No

If no, what requirements are missing?

1. # Foundation Center. 2014. Aggregate Fiscal Data of Foundations in the U.S., 2012. http://data.foundationcenter.org/#/foundations/all/nationwide/total/list/2012

   [↑](#footnote-ref-1)
2. Pettijohn, Sarah, Elizabeth Boris, Carol DeVita, and Saunji Fyffe. 2013.Nonprofit-Government Contracts and Grants: Findings from the 2013 National Survey. The Urban Institute; page 2. [↑](#footnote-ref-2)
3. http://opgs.dc.gov/service/when-you-need-grant-writer [↑](#footnote-ref-3)
4. Pettijohn, Sarah, Elizabeth Boris, Carol DeVita, and Saunji Fyffe. 2013.Nonprofit-Government Contracts and Grants: Findings from the 2013 National Survey. The Urban Institute; page 2. [↑](#footnote-ref-4)
5. Pettijohn, Sarah, Elizabeth Boris, Carol DeVita, and Saunji Fyffe. 2013.Nonprofit-Government Contracts and Grants: Findings from the 2013 National Survey. The Urban Institute; page 2. [↑](#footnote-ref-5)
6. http://www.cnecoloradosprings.org/library/documents/2014/2014\_Nonprofit\_Web.pdf [↑](#footnote-ref-6)
7. <http://www.bls.gov/careeroutlook/2014/youre-a-what/grant-writer.htm> [↑](#footnote-ref-7)
8. # Foundation Center. 2014. Aggregate Fiscal Data of Foundations in the U.S., 2012. http://data.foundationcenter.org/#/foundations/all/nationwide/total/list/2012

   [↑](#footnote-ref-8)
9. Pettijohn, Sarah, Elizabeth Boris, Carol DeVita, and Saunji Fyffe. 2013.Nonprofit-Government Contracts and Grants: Findings from the 2013 National Survey. The Urban Institute; page 2. [↑](#footnote-ref-9)
10. http://opgs.dc.gov/service/when-you-need-grant-writer [↑](#footnote-ref-10)
11. Pettijohn, Sarah, Elizabeth Boris, Carol DeVita, and Saunji Fyffe. 2013.Nonprofit-Government Contracts and Grants: Findings from the 2013 National Survey. The Urban Institute; page 2. [↑](#footnote-ref-11)
12. Pettijohn, Sarah, Elizabeth Boris, Carol DeVita, and Saunji Fyffe. 2013.Nonprofit-Government Contracts and Grants: Findings from the 2013 National Survey. The Urban Institute; page 2. [↑](#footnote-ref-12)
13. http://www.cnecoloradosprings.org/library/documents/2014/2014\_Nonprofit\_Web.pdf [↑](#footnote-ref-13)