

Comprehensive  
online courses  
with assignments  
and final exams

Earn Continuing  
Education Units  
online

Certificate of  
Completion awarded  
with a passing score

Monthly  
classes that  
run for six weeks

Enroll Today

# Continuing Education Grant Writing Certificate Online

Successfully complete the four required courses plus two of the related elective courses to earn your **Grant Writing Certificate** from Austin Peay's Center for Extended and Distance Education.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include 12 lessons. Lessons are supplemented with quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete courses entirely from your home or office — **any time of the day or night**. The instructor-facilitated online courses are convenient, informative, fun and highly interactive.

## Required courses

- A to Z Grant Writing
- Writing Effective Grant Proposals
- Research Methods for Writers
- Advanced Grant Proposal Writing

## Elective courses

- Get Grants
- Introduction to Nonprofit Management
- Creating Your Own Nonprofit
- Marketing Your Nonprofit
- Wow, What a Great Event
- Become a Grant Writing Consultant

## A to Z Grant Writing.....\$95

This is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn to network and develop true partnerships with a variety of funders, organize a successful grant writing campaign and put together a complete proposal package.

## Writing Effective Grant Proposals.....\$95

Learn to prepare grant proposals that get solid results for your favorite organization or charity. More than \$200 billion annually is available for worthy causes and most people don't know how to prepare the application that will deliver needed funding. Avoid the mistakes that get applications for wonderful projects tossed into the wastebasket! Learn how to write professional proposals that actually succeed.

## Research Methods for Writers..... \$99

Attention all writers! Learn how to conduct research efficiently and effectively for any writing project. Research has progressed far beyond a visit to the library. Today, myriad sources provide almost anything a writer might need to know on any subject. Learn how to identify and access every information source imaginable.

## Advanced Grant Proposal Writing.....\$99

Do you know the best way to present information in a grant proposal? In this course, an experienced grant writer will show you how to research and write winning proposals that get funded. You'll learn what to do—and, more importantly, what not to do—on every part of your proposal. You'll gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. You'll become an expert at ferreting out corporate, foundation and government grant makers, and you'll find out how to tailor your responses to information found in the peer review criteria. You'll also discover a number of significant finishing touches that can give your project the edge over others. You'll also learn the best type of paper to use, which buzzwords to include, which fonts work best and which types of graphics and formatting techniques will make your proposal most competitive.

**\$577**  
for all 6 courses.  
Includes all materials.  
A \$17 savings

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## Grant Writing Certificate — Elective Courses

Select two electives to complete your certificate program. Choose from:

### Get Grants ..... \$95

Learn how to develop successful, fundable grants from experts whose proposals have garnered millions in funded projects. This course will give you the skills you'll need to prepare professional, competitive and compelling grant proposals. You'll understand what funding agencies are looking for and how best to approach them. Your proposals will help you and your organization successfully *Get Grants!*

### Introduction to Nonprofit Management .... \$99

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors. In this course, a seasoned veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. You'll understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena!

### Intro to Nonprofit Management ..... \$99

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors. A seasoned veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. You'll understand the unique characteristics of nonprofit organizations while mastering the core knowledge needed to become an effective leader in the nonprofit arena.

### Marketing Your Nonprofit ..... \$99

Discover marketing practices that will help you further the ideals and goals of your nonprofit. In the face of stiff competition, an increase in the number of worthwhile causes, new regulations, more oversight and fewer funding opportunities, you need to work smarter—not longer. This course, packed with practical strategies will help you compete more effectively for members, media attention, donors, clients and volunteers.

### Wow, What a Great Event ..... \$95

Learn how to create and coordinate successful special events. Develop skills, find resources and gain confidence to plan and produce any size or type of event. Find out what the experts and master planners already know so that you can avoid embarrassing and costly planning errors or production mistakes. After just a few weeks, you will become a knowledgeable event planner poised to produce any type of event.

### Become a Grant Writing Consultant ..... \$99

Good grant writing consultants are always in demand. Learn how you can use a basic knowledge of grant or proposal writing to become an expert in the red-hot grant consulting field. This is one field where your creative writing skills can touch thousands of people and literally make a difference in their quality of life!

**Online Course Requirements:** All courses require Internet access, e-mail and a Web browser. Some courses may have additional requirements.

### How to get started:

- Select your elective classes.
- Call the Center at (931) 221-7816 to enroll in the program.
- We will assign your username and password.
- Pay your registration fee. The Center accepts checks, money orders, MasterCard and VISA (credit and debit).
- You will receive an e-mail confirming your enrollment in the four required classes and the two elective classes you choose and the start date for each class. Your first class, A to Z Grant Writing will begin on the third Wednesday of the month. You will have six months in which to finish the program.
- When your course starts, go to our Online Instruction Center at [www.ed2go.com/apsu](http://www.ed2go.com/apsu) and click the **Class room** link. To begin your studies, simply log in with the username and password you selected during enrollment.

For details about this and other online certificate programs from the Center for Extended and Distance Education at Austin Peay State University, call (931) 221-7816 or visit our Web site at

[www.apsu.edu/ext\\_ed](http://www.apsu.edu/ext_ed)

Call today to enroll

(931) 221-7816

**AP Austin Peay  
State University**  
**Center for Extended  
& Distance Education**

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