



Budget and Proposal Writing - RECR 260

Recreation Management Certificate/Diploma Program

Course Outline

COURSE IMPLEMENTATION DATE: Pre 1998
OUTLINE EFFECTIVE DATE: September 2020
COURSE OUTLINE REVIEW DATE: April 2025

GENERAL COURSE DESCRIPTION:

This course examines methods of understanding and developing basic budgets as well as obtaining funding and community support through presentations, both oral and written. The focus is on how to develop budgets and proposals for obtaining grants, foundation funding and sponsorship.

Program Information: This course is required for the Recreation Management Certificate/Diploma Program.

Delivery: This course may be delivered in both face-to-face and online formats.

COTR Credits: 3

Hours for this course: 45 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	45
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours	
Total	45

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	NA
Formal Work Experience	N/A
Other	N/A
Total	N/A

Course Outline Author or Contact:

Becky Pelkonen, BPE, MSc, PBDM

Signature

APPROVAL SIGNATURES:

Department Head
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Dean of Business and University Studies
Darrell Bethune
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Department Head Signature

Dean Signature

EDCO

Valid from: September 2020 – April 2025

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: Minimum 65% in either English 12, English Studies 12, English First Peoples 12, ENGL 090, or equivalent (refer to Course Equivalency information on the College Website). RECR 150, and COMP 153 with a minimum grade of C- (55%).

Corequisites: None

Flexible Assessment (FA):

Credit can be awarded for this course through FA Yes No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: RECR 260 ⇔⇔TRMP 260 ⇔⇔ RECR260

Date changed: September 2018

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

O'Neal-McElrath, T. (2013). *Winning Grants Step by Step: The Complete Workbook for Planning, Developing and Writing Successful Proposals*. 4th Edition. Wiley & Sons.

Kemp, S. & Dunbor, E. (2003). *Budgeting for Managers*. Toronto, Ontario: McGraw Hill.

Please see the instructor's syllabus or check COTR's online text calculator <http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

Upon the successful completion of this course, students will be able to

- develop, write and implement budgets and proposals;
 - recognize and apply the approaches to budget and proposal writing;
 - apply the processes involved in writing proposals including general tips, preparing to write and major components of proposals;
 - execute the process for packaging and presenting budgets and proposals;
 - prepare, implement and initiate budgets and proposals;
 - present major project work to an audience;
 - initiate, prepare and follow line item budgets; and
 - develop research skills related to grants, sponsorships & funding.
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COURSE TOPICS:

- Purpose of Budgeting
- Types of Budgets
- The Budget Process
- Budget Presentation
- Types of Proposal
- Proposal Writing Tips
- Request for Proposals Search and Components
- Preparing to Write a Proposal
- Major Components of a Proposal
- Writing Styles
- Packaging the Proposal

See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.

EVALUATION AND ASSESSMENT (Face-to-Face and Online Delivery):

Assignments	% Of Total Grade
<u>Section 'A' (Budgets)</u>	
Weekly Assignments (6 @ 2.5% each)	15%
Budget Assignments	<u>25%</u>
Subtotal	40%
<u>Section 'B' (Proposal Writing)</u>	
Weekly Assignments (4 @ 5% each)	20%
Proposal Assignments	<u>40%</u>
Subtotal	60%
TOTAL	100%

Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and use of electronic aids.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Mark (Percent)	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	< 50

Certificate and diploma students are required to maintain a minimum course grade of C- (55%) in all program courses.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.