



## RECR-260 – Budget and Proposal Writing

### Business

**Effective Term & Year:** Fall 2022

**Course Outline Review Date:** 2025-04-01

**Program Area:** Tourism, Recreation, & Hospitality

#### 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 Methods:** On-campus (Face-to-Face), Online

**Credit Type:** College of the Rockies Credits

**Credits:** 3

**Course type/s:** Business Management

#### Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	45
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	

Other

Total	45
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### Course Requisites:

- Complete all of the following
  - Earned a minimum grade of C+ (65%) in at least 1 of the following:
    - ENST 12 – English Studies 12
    - ENFP 12 – English First Peoples 12
    - ENGL090 – English – Provincial Level
  - Earned a minimum grade of C- (55%) in each of the following:
    - RECR150 – Recreation Planning 1 (3)
    - COMP153 – Introduction to Data Processing (3)

### Flexible Assessment: Yes

In some cases students may be able to apply for recognition of prior learning outside the classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. Contact an education advisor for more information.

### Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferalberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrolment Services office.

### Textbook 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 <https://textbook.cotr.bc.ca/> for a complete list of the currently required textbooks.

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### **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.

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## **Evaluation and Assessments**

**Assessment Type: On-Campus (face-to-face) and Online, or Hybrid**

Assessment Type	% of Total Grade
Section 'A' (Budgets): Weekly Assignments (6 @ 2.5% each)	15%
Section 'A' (Budgets): Budget Assignments	25%
Section 'B' (Proposal Writing): Weekly Assignments (4 @ 5% each)	20%
Section 'B' (Proposal Writing): Proposal Assignments	40%
Total	100%

## Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	<50

**Pass requirements:** None

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

### Evaluation Notes Comments:

*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 Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a "0" on the exam.

### Academic Policies:

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.5.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

### Equivalent Course(s) and Course Code Changes

Prior Course Code: RECR 260 >> TRMP 260 >> RECR260

Date changed: September 2018

**Course Changes:**

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.