



RECR-260 – Budget and Proposal Writing

Business

Effective Term & Year: Fall 2025

Course Outline Review Date: 2030-04-01

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: 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)
 - Earned a minimum grade of C- (55%) in at least 1 of the following:
 - COMP153 – Introduction to Data Processing (3)
 - COMP154 – Computer Applications in Business (3)

Prior Learning and Recognition: Yes

Students are able to request formal recognition of their prior learning or experience outside the classroom. Challenge examination, portfolio-assisted assessment, work-based assessment or a combination of assessments that is appropriate to identify, assess, and recognize prior skills, competencies, and knowledge to achieve course credit. Tuition fees apply, refer to Policy 2.5.5 [Prior Learning Assessment and Recognition \(PLAR\)](#) or 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*. 5th 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.

Learning Outcomes:

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

- develop, write and implement line-item budgets and proposals;
 - recognize and apply the approaches to budget and proposal writing;
 - apply the processes involved in writing proposals including best practices, preparation and major components of proposals;
 - execute the process for packaging and presenting budgets and proposals;
 - select and write a grant or proposal writing project relevant to local context or interests (Municipality, Indigenous Nation/Community or District);
 - apply the United Nations Sustainable Development Goals (SDG's) #3 and #11 within a budget and proposal writing context;
 - present major project work to a targeted audience; 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 and Presenting the Proposal

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

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

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 2.1.4 Course Audit
- Policy 2.4.1 Credential Framework
- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Rights, Responsibilities and Conduct
- Policy 2.4.8 Academic Performance
- Policy 2.4.9 Student Feedback and Concerns

- Policy 2.4.11 Storage of Academic Works
 - Policy 2.5.3 Student Appeal
 - Policy 2.5.5 Prior Learning Assessment and Recognition (PLAR)
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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.