

Tips for Writing a Grant

How to use grant money:

1. Attend teacher training off campus.
2. Begin a program for Students with Special Needs.
3. Develop a scholarship program
4. Go on field trips.
5. Provide enrichment activities.
6. Purchase teaching materials, instruments, and more.
7. Sponsor fine arts events.
8. Travel for In-service, Continuing Education, etc.

Where can you find the funds?

- businesses
- clubs/organizations
- foundations
- fundraisers
- individuals
- nonprofit organizations
- PTA, PTO
- school district
- special funds from your school budget

What do you need to include in a typical Grant?

1. Narrative

- Cite research that supports the proposal. For example, “according to Smith, I need _____. Sight the source and date.
- Know that your need statement drives the entire proposal.
- Problem statement—What problems, needs or issues will be addressed?
- Provide evidence of free or reduced lunch, ethnic demographics, types of disabilities, etc.
- Provide proof—Document with statistics and other measurable data.

Hot words to use right now are:

- Special Population
- Ethnic Needs
- Language Needs
- Assessment Needs

2. A Need statement: For example, this population has done very poorly with... I can improve whatever by 00% if this happens. My goal is that students will have a more active role in my community by...

3. Project Objectives: Goals, objectives, activities/strategies. Timeline must be measurable, and the project needs to be replicable.
4. Evaluation: How will success of the project be evaluated? (My students will improve their ability to _____ by ____%.)
5. Organizational Structure/Administration: Who will do what?
6. Finances: Budget (no frills)—closely watch what the guidelines specify. Specify funding sources, such as donated – in kind, fundraisers, and grant. Your budget should closely match described activities.
7. Provide supporting Material: Letters of support/commitment, recent annual report, newspaper clippings, etc.
8. An Abstract is usually required for foundation and corporate grants. It defines the entire project needs, goals, objectives and budget. Usually, the more money you ask for the more involved the grant.

Writing Tips:

- ✓ Address your grant to the reader by being concise. Focus on the reader. Be clear and to the point.
- ✓ Ask an independent party to read and critique your draft and final application before submitting it.
- ✓ Assume the readers are uninformed about your field. Do not use jargon, acronyms or abbreviations that your reader may not understand.
- ✓ Be consistent with your reasoning.
- ✓ Be selective when choosing what to say. Use simple, everyday words. Avoid unnecessary words and technical words. Be consistent by avoiding two or more names for the same thing.
- ✓ If your project is rejected, request the reviewer's comments.
- ✓ Proofread and then proofread again.
- ✓ Start with an outline of major points.
- ✓ Use professional writing skills. Begin each section with a strong, clear sentence and support the introductory sentence with well-organized, interesting information.
- ✓ Write thank you notes even when rejected.

General Tips:

- ✓ Keep an on-going file listing due dates of Grants and more.
- ✓ Keep on file the demographic data on your school.

- ✓ Keep your administrator up-to-date on your plans. (Without your administrator's approval, you're dead in the water.)
- ✓ Keep your grant simple and concise. (Consider the grant reader's position – stacks of grants to read with too many words saying too little.)
- ✓ Read and reread the grantor's guidelines. Your funding must be in line with the funding agency's priorities.

Be Prepared:

- Clip out ideas from professional magazines, websites, and catalogues.
- Keep a log of what materials you currently need or will require in the future.
- Keep a record with ideas for future grants.
- Keep sample forms handy.
- Keep track of your grant-writing in progress
- List all due dates on your calendar.
- Record data. For example, when students used djembe drums, my class had 50% less discipline problems.
- Research articles that you can refer to when needing resources or statistics.