
Tips for Grant Writing

① Dream

With limited budgets, schools can't always fund the innovative projects or may lack resources to try something new and different. Grants may provide funding for some of these initiatives.

② Involve Others

Few things we do are done in isolation. As you prepare a grant application, consult with other staff members, especially the principal, to be sure the proposal is in line with school and district goals and initiatives.

③ Consider Evaluation Criteria

Know what the funding source is looking for. Most grant applications contain very specific guidelines. Also consider the criteria which will be used to evaluate your application.

④ Follow Directions

Make sure you include all requested information and provide ample detail so those reading the grant applications can make an informed judgment.

⑤ Consider Collaborative Projects

Can your idea benefit more than one classroom or school? Can it be replicated if successful? These are important factors in evaluating grant applications.

⑥ Avoid Typical Errors

Grant applications are often rejected because they are too general, they don't provide the required information or they are unclear. Try having someone else read your application. What questions do they have? Then rewrite your application to respond to those questions.

⑦ Make It Look Good

Everyone is busy, and those reading grant applications are often board members volunteering their time. Make their job easy by being sure your application is typed (at least 10 point type, 12 is better). Use subheads to help draw the reader's attention to important points or separate sections.

⑧ Look For Alternative Funding Sources

Consider where else you could get funds for your project. Sometimes a large project can be subdivided into components, with different partners paying for specific parts. Examine the possibility of in-kind donations from area businesses and other sources for items such as food or incentives.

⑨ Go For It!