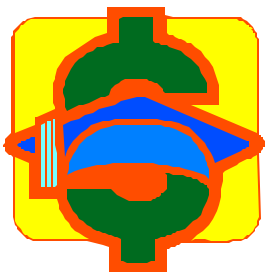


Grant writing: The basics

Schools never seem to have enough funds to do all that they want – or even need – to do. Short of figuring out how to grow money on trees, the best source of new revenues for your school may be grants. If you're new to the world of grant writing, here are a few pointers to get you started on the right track:

💰 **Read** the grantor's guidelines and instructions carefully and follow them to the letter. Instead of trying to make the grantor's program fit what you want to do, make sure your



program is in line with their priorities. Chances are good that your application will be turned away if it does not exactly meet the funding agency's requirements.

💰 Be **innovative** – to a point. Private foundations often seek creative solutions to problems and needs, but they usually don't wish to fund risky projects. Propose projects that put a fresh spin on an existing idea.

💰 **Stress goals** and projected results over

methods. While grantors want to know what you'll be doing with their money, they're more interested in the impact that your program will have on people.

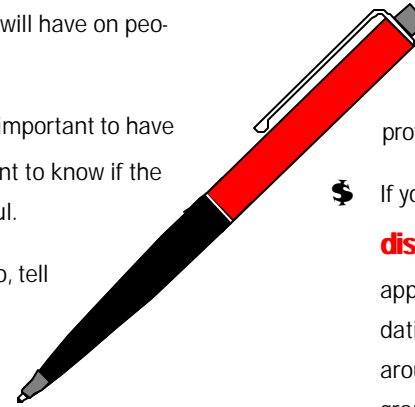
💰 Keep your goals **realistic**. It is important to have an evaluation plan. Grantors want to know if the projects they fund are successful.

💰 Is your project **replicable**? If so, tell the grantor how you plan to extend your project to other grades or schools.

💰 Have a **reasonable, detailed budget**. You don't like your students to show you shoddy math; neither do grantors. Do your homework on costs prior to submitting your application and be sure to explain your budget even if there are no requirements to do so.

💰 If possible, **cite research** that supports your proposed program.

💰 **Clearly communicate** your ideas. Have someone who is not involved in your project in any way read and critique your draft application – like a member of the KEDC Grant Consortium staff!



💰 **Proofread!** Spelling and grammar errors do nothing to convey a positive, professional image. If you appear unprofessional in asking grantors for their money, they will likely wonder if you will be unprofessional in using their money.

💰 If your application is rejected, **don't get discouraged!** You may submit the perfect application and still receive a rejection. Foundations only have so much money to go around. If you receive a rejection, ask the grantor for reviewer comments. Those com-



ments often offer invaluable tips for improving future applications. If at first you don't succeed, try and try again – and again.

💰 Never forget to **write "Thank You" notes**, even if your project is not funded initially. Never burn bridges with potential funding sources. Always leave grantors with the most positive impression possible, because this year's rejection could be next year's big success!