

GRANT WRITING TIPS

Preparing to Write a Grant

1. You can do it! Yes, you! Even if you have never written a grant before, you should go for it. If you can write from an outline, you can write a grant.
2. Get inspired! Talk with your students and colleagues about innovative ways to teach a topic. They might have ideas that spark a great grant application.
3. Form a group. Find a partner or a small team to commit to the task of submitting a grant. Keeping each other accountable will get you to the submission goal!
4. Get approvals ready. Make sure your principal knows you are writing a grant so it's on their radar. You will need approval from your principal to submit the grant.
5. Be informed of the deadlines. Grants adhere to very strict timetables and there are no exceptions. Plan on getting the grant done early so you can get your approvals and submit on time.

Writing a Grant

1. Do NOT identify your school, school district, or fellow educators in any way, in any area of the grant (including the title); your application will be returned without review if there is identifying information. BTBEF uses a blind review process to ensure fairness in grant-awarding.
2. Read the rubric so that you know how the application will be scored.
3. Adhere to the published grant guidelines.
4. Keep it simple and concise, less is more. The reviewers don't need to be dazzled or distracted by buzz words. They need to feel confident that you have designed a smart project that makes a meaningful difference in your classroom, your school, and your district.
5. Avoid using jargon, field-specific terms, or acronyms. BTBEF grant reviewers come from a variety of backgrounds and rarely have teaching experience.
6. Articulate what success means in clear language. Evaluation can be challenging; sometimes we measure things that don't matter and things that matter are hard to measure.
7. Read and reread your proposal to make sure there are no unanswered questions and tie up loose ends.
8. Proofread your proposal; spell check doesn't catch everything. (For example, Ewe don't want to hurt you're chances of being funded for careless errors. Some reel words are the wrong words out of context).

Budget

1. Budgets must include itemized costs for all requested funds. (Do not group items together with general labels such as “books” \$500 or “painting supplies” \$200. Itemize with names & cost of each book, paint brush, etc.)
2. Your budget must mirror the proposed program or project.
3. How many widgets do you need? In an environment that is chronically short on funds, sometimes we ask for less than we need or deserve. We think, “If I ask for 10 widgets, I might get 10; but if I ask for 30, I might get 0.” If you need 30 widgets to really be successful, don’t ask for only 10 widgets. Make the case for why you need 30.
4. Before beginning your application, check with administrators to see if monies are available within the district or from other groups to support your proposal or idea. There are often other funds available of which administrators are aware.

Before Grant Submission

1. Ask someone not familiar with your project to review your draft.
2. Allow yourself time to polish up your ideas and make edits before you submit.
3. Give ample time at the end of the process to get the approval of your principal.