

A stylized illustration of a palm tree in shades of grey and tan, set against a light tan background. The illustration is tilted slightly to the right and is enclosed in a thin black border.

# An Introduction to Successful Grant Writing

This training was developed by the Project 10: Transition Education Network, a special project funded by the Florida Department of Education, Division of Public Schools, Bureau of Exceptional Education and Student Services, through federal assistance under the Individuals with Disabilities Education Act (IDEA), Part B.

# Objectives

- Describe the steps for developing a grant proposal
- Explain the components of basic grant applications
- Distinguish the common elements of winning grant proposals
- Identify resources related to grant writing and grant opportunities

# Grant & Program Planning



**Sylvie McGee/ All For  
A Good Cause  
Consulting- 1995**

“Failing to plan is planning to fail.”

- Alan Lakein

PLAN B

~~PLAN A~~

# Grant & Program Planning

What is the problem we are addressing?



# Grant & Program Planning

Who else is addressing, and what are the gaps in how it is being addressed?



# Grant & Program Planning

How are we proposing to address the problem?



# Grant & Program Planning

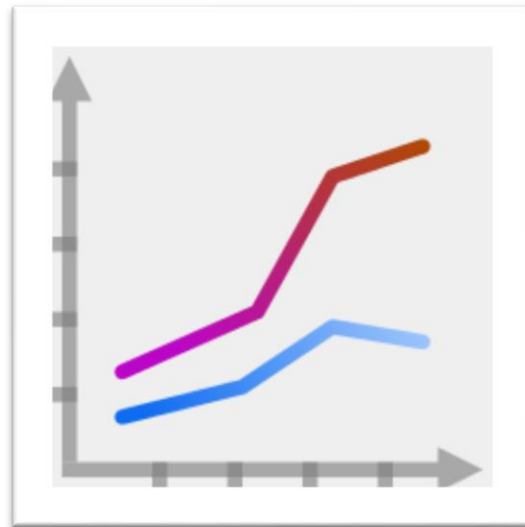
How will things be different/will the problem be solved or improved, when you are done?





# Grant & Program Planning

How will you know that you are succeeding?



# Grant & Program Planning

What do you need in order to try to solve the problem?



# Grant & Program Planning

What resources do you already have? From whom?



# Grant & Program Planning

What are the qualifications and experience that make your program the right one to take on this work?



# Grant & Program Planning

Are there problems or barriers that you can foresee?  
How will you overcome them?



“Success is neither magical nor mysterious. Success is the natural consequence of consistently applying the basic fundamentals.”

-Jim Rohn



# Proposal Basics

Sylvie McGee/ All For A Good Cause Consulting (1995)

## 1. Cover Letter



# Proposal Basics

## 2. Proposal Summary





# Proposal Basics

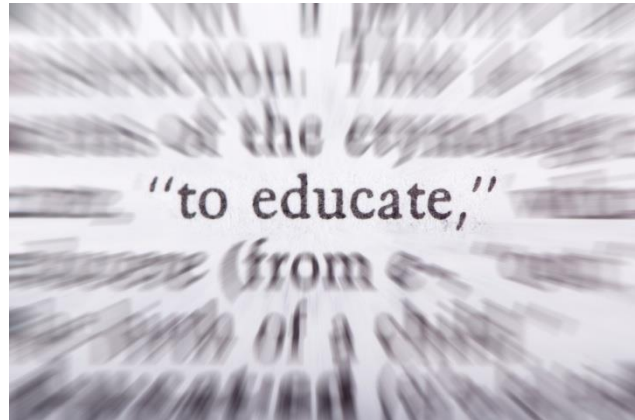
## 3. Introduction to the Organization





# Proposal Basics

## 5. Project Goals & Objectives



# Proposal Basics

## 6. Methods & Schedule



# Proposal Basics

## 7. Evaluation Criteria & Process



# Proposal Basics

## 8. Budget



# Winning Proposals



## Ten Common Elements found in Winning Proposals

Gary A. Carnow, Ed.D., Alhambra  
School District, L.A., CA

# Winning Proposals

1. Have clearly defined needs & describe how those needs were identified





# Winning Proposals

## 2. Describe what kids & teachers will do



# Winning Proposals

3. Present the material in a logical manner



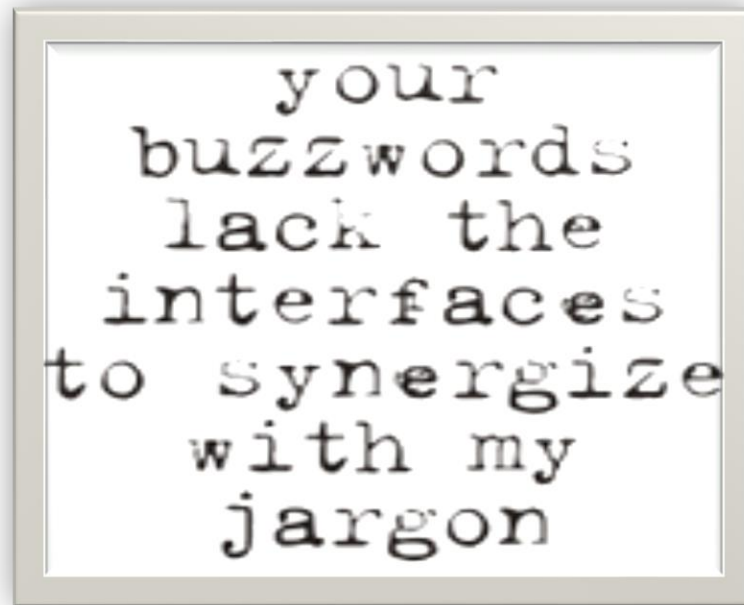
# Winning Proposals

4. Are written in positive terms



# Winning Proposals

## 5. Do not overuse educational jargon



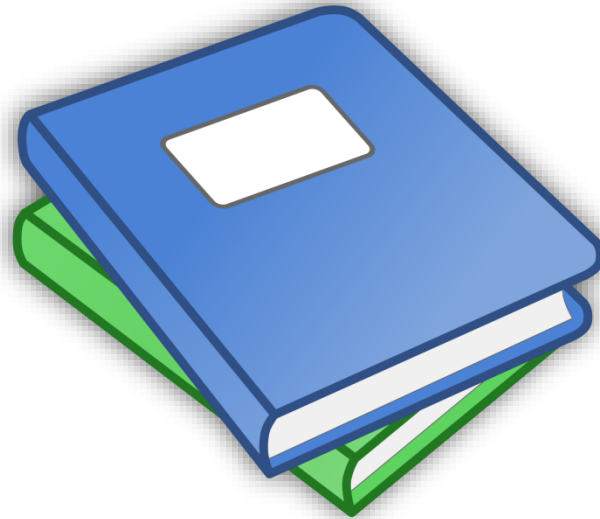
# Winning Proposals

6. Present detailed budgets that match the proposed program



# Winning Proposals

## 7. Give something back



# Winning Proposals

## 8. Follow all the guidelines specified in the Request for Proposal

|  |   |
|--|---|
|  | <p>1. Cover Letter Requesting Funding that includes: (Developed by Applicant)</p> <ul style="list-style-type: none"><li>• Name of applying entity (must be a school district)</li><li>• Name of Contact Person which includes address, phone and fax number and email address</li><li>• Name of Fiscal Contact which includes address, phone and fax number and email address</li><li>• Name and address of fiscal agent who will be receiving check</li><li>• Amount of funding requested (maximum - \$1500.00)</li><li>• Name and signature(s) of accountable officer of funds.</li></ul> |
|  | <p>2. Chart that identifies areas of strength and examples (page 2 of application packet)</p>   |
|  | <p>3. Chart indicating products to be developed and/or disseminated (page 5 of application packet)</p>  |
|  | <p>4. Action Plan that includes: (pages 6 and 7 of application packet)</p>  |
|  | <ul style="list-style-type: none"><li>• Priority 1: Dissemination of Information to be a broad audience</li></ul>   |
|  | <ul style="list-style-type: none"><li>• Priority 2: Actions to support continuous improvement</li></ul>   |
|  | <ul style="list-style-type: none"><li>• Priority 3: Identification of Priority Activity that correlates to one or more of the State Performance Plan transition related indicators (1- Graduation Rate; 2-Dropout Rate; 3-IEP Compliance; 14-Student Outcomes)</li></ul>  |

# Winning Proposals

9. Are professional looking

10. Are not too short or too long



# Grant Writing Tips



# Grant Writing Tips

- Do not get discouraged if you get a rejection from a possible funding source.
- READ the grantor's guidelines & instruction carefully
- Keep your goals realistic
- Have a reasonable, detailed budget
- If possible, cite research that supports the program for which you are requesting funding

# Grant Writing Tips

- Clarity in communicating your ideas is very important
- Proofread!



# Grant Writing Tips

Ideas should be innovative, creative, & educational



# Grant Writing Tips

Is your project replicable? Sustainable?



# Project 10 Resources

## Grants for Classrooms/Schools:

<http://project10.info/DPage.php?ID=166>

The screenshot shows the Project 10 website interface. At the top, the logo reads "project10 transition education network". Below the logo is a navigation menu with links: "What's New", "Student Engagement & Success", "Postsecondary Education & Training", "Employment", "Independent Living", "Legislation & Policy", "Resources by Location", "Training & Publications", and "A-Z Glossary". A breadcrumb trail indicates the current page: "Home » Student Engagement & Success » Program Structure » Grants and Financial Resources for Teachers and Schools". A search bar is located on the right side of the page. The main content area is divided into two columns. The left column contains a sidebar menu with categories: "Student Engagement & Success", "Family Involvement", "Interagency Collaboration", "Program Structure", "Student Development", and "Student-Focused Planning". The right column is titled "Grants and Financial Resources for Primary/Secondary Teachers and Schools" and lists several grant opportunities: "American Honda Foundation", "CVS CareMark", "DonorsChoose.org", "Doug Flutie Jr. Foundation for Autism", "Elastic Band Co. Scholarship", "FCEC Nancy Givens Instructional Grant", "Florida Farm Bureau", "Fund for Teachers", "IBM", and "Kids in Need".

# National Funding Resources

- Edutopia  
<http://www.edutopia.org/grants-and-resources>
- Federal Grants Wire  
<http://www.federalgrantswire.com/>
- Fundsnet Services  
<http://www.fundsnet services.com/>
- GrantsAlert.com  
[www.grantsalert.com](http://www.grantsalert.com)
- Grants.gov  
[www.grants.gov](http://www.grants.gov)
- Kresge Foundation  
<https://kresge.org/opportunities>
- National Education Association  
<http://www.neafoundation.org/pages/grants-to-educators/>
- U.S. Department of Education  
<http://www2.ed.gov/fund/grants-apply.html>
- W.K. Kellogg Foundation  
[www.wkkf.org](http://www.wkkf.org)

# State Funding Resources

- ABLÉ Trust  
<http://www.abletrust.org/grant-information>
- Consortium of Florida Education Foundations  
<https://educationfoundationsfl.org/how-it-works>
- Florida Department of Education, Grant Seeking Resources  
<http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/>
- Helios Education Foundation  
<http://www.helios.org/how-we-work/how-we-partner>





# Questions and Thank You!

Questions, concerns, or recommendations?

Thank you for your attendance and input today!

# Presenters

## Contact Information

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Updated February 2018