

Network Connection:

MIAA-conf



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Grant Writing for Educators



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MSSAA
October 5, 2016

Grant Writing Course

Learn how to:

- Find and write grants
- Outline and develop grant sections
- Plan your budget
- Write and submit final grant
- Follow up when you get grant



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Grant Writing Course Agenda

October 5th

Types of grants
Where to find grants
Finding a good grant match
Reading a grant application
Grant sections
Outlining your grant
Writing a successful grant
Developing the budget
Developing the timeline

October 24th

Writing project overview
Writing the needs section
Writing goals and objectives
Writing project description
Writing the evaluation
Organizing and submitting the grant
Implementing and tracking the grant

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How I Feel Now About Writing Grants!

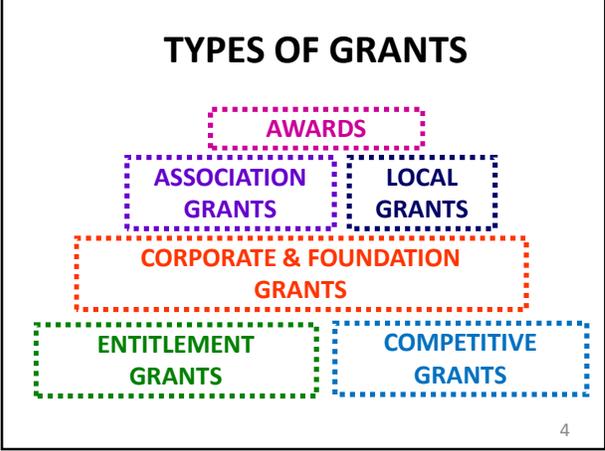
#1

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Getting Started

Two different approaches:

I have a great idea for a grant!

This looks like a great grant! What can I do with it?

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How Do You Find a Grant?

ONLINE GRANT WEBSITES!

- [Grant Wranglers grants for K-12 teachers](#)
- [Get EdFunding](#)
- [Guide for Writing a Funding Proposal](#)

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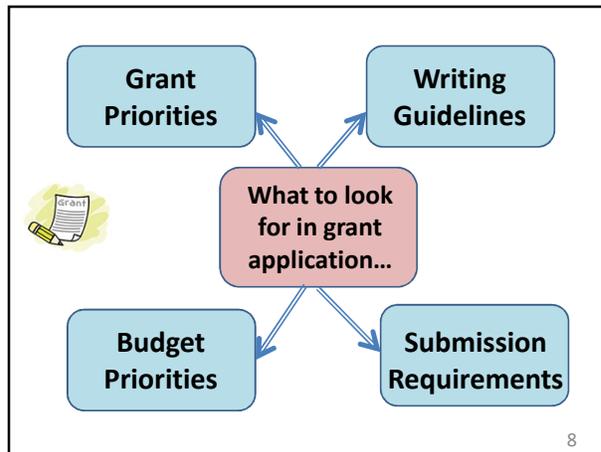
What to Look For in Possible Grant

- Deadline
- Location – state, city, rural, etc.
- Whether school eligible
- Amount available
- What funds can be used for
- Past winners



([Ezra Jack Keats Grants](#))

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Typical Grant Sections

- Project Overview (Abstract)
- Need for grant
- Goals and Objectives
- Project Description/Plan
- Budget
- Timeline
- Evaluation



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Getting Started – Outline Your Grant

Read through entire grant!

Make list of grant requirements

Do outline of required sections

Write brief summary for each section

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INTEL GRANT OUTLINE

- Organization's Mission** (255 characters)
- Program Title** (100 characters)
- Request Description/Objective** (1500 characters)
- Amount requested:**
- Program objectives/goals** (1500 char)
- Program success criteria and evaluation plan:**
(1500 characters)
- Target Geography:** (255 char)
- Recognition opportunities:** (500 char)

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Break!!



<http://www.online-stopwatch.com/full-screen-stopwatch/>

AFTER THE BREAK

- Outlining your grant
- Tips for writing a successful grant
- Grant Sections:
 - Developing the budget
 - Developing the timeline

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"It's a foolproof formula for writing grant applications."

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Practice Outlining Your Grant

1. Read through the Strider Educational Foundation grant.
2. Make an outline of the required grant sections.
3. Think of an idea for a grant, and briefly summarize the information you would put in each section.
4. Share your thoughts and ideas with colleagues as you go through the  process.

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- Follow the directions on the grant exactly
- Write clearly with a logical flow of ideas so your proposal is easily understood
- Use correct spelling, grammar, and punctuation
- Connect your goals and objectives, project, and budget to the goals of the organization
- Use detailed data whenever possible to justify your need and your goals
- Write to your target audience (funders)

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\$ Grant Budget \$

What money do you need?



Why do you need the money?



How will you spend the money?



How will you provide money or in-kind services if required?

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Budget Tips

- Make the budget fit the project
- Line by line explanation of costs, description and justification for items
- Everything discussed in the project plan
- Don't pad the budget
- Check your math!

Foundation Center

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Do a Preliminary Budget

- Use a simple template that includes all grant expenses
- Gives realistic picture of what you can do with grant money
- Easy place to adjust budget amounts if grant needs to be changed/amended



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Northbridge Anti-Bullying Grant

Item	Description	Total
Teacher stipends	3 tchrs x 9 weeks x 1.5 hrs/wk x \$35/hr	\$1,417.50
Anti-bullying activities	Program speakers, assemblies, parent presentations, etc.	\$800.00
Supplies & materials	Poster board, markers, reward stickers, construction paper, etc.	\$282.50
Total		\$2,500.00

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Literacy Grant Preliminary Budget

Item	Description	Cost	Total
Instructor	Teacher instruction	16 sessions x \$375	\$6,000.00
	Planning	25 hrs x 75	\$1,875.00
Subs	BES full day	5 x 75	\$375.00
	NMS half day	5 x 37.50	\$187.50
	NES half day	6 x 37.50	\$225.00
Prof Resources	NES		\$3,400.00
Mentor texts			\$5,937.50
TOTAL			\$18,000.00

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Braitmeyer Foundation Math Grant

Item	Rationale	Cost	Total Cost
Math trainer	Math trainer to work with teachers to train them on the philosophy, use, and implementation of hands-on, inquiry-based math practices	6 days x 6 hrs/day x \$125/hr	4,500.00
Prep time for trainer	Preparation time for trainer to design training	10 hrs x \$75/hr	750.00
Mileage	Mileage for trainer travel	100 miles/day x 6 days x 58.5 cents/mile	351.00
Tolls	Tolls for trainer travel	\$2.20/day x 6 days	13.20
Substitute teachers	Substitute teachers to allow classroom teachers to receive training	\$75/day x 6 days x 5 teachers	2,250.00
Manipulative materials	Manipulative materials for use by classroom teachers	\$2,100 for kits - one for each grade 1-4	2,100.00
	Total		9,964.20

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In-Kind Contributions

IN-KIND CONTRIBUTIONS FROM WESTBOROUGH SCHOOLS		
Line Item	Cost	School In-Kind Contributions
Stipends	\$3,500	Supervision and consultation for the program development and implementation will be provided by district personnel, including the Director of Student Services, Curriculum Director, Curriculum Specialists, ELL Coordinator, and Early Childhood Coordinator.
Facilities	\$2,000	The district will provide classroom space, furniture, equipment, secretarial support, and custodial services.
Instructional Materials	\$3,000	The district will provide literacy and math materials, activities and materials for language instruction, materials and equipment for fine-motor and gross-motor activities, paper supplies, copying, postage, etc.
Transportation	\$12,000	The district will pay most of the cost of transportation except for costs associated with transportation of some of the specific students in this program.
	\$20,500	Total Westborough Schools in-kind contributions

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Sample Timeline & Budget

SAFE SCHOOLS GRANT				
Task	Dates	Action	Cost	Budget
#1	Week of 1/25	Organize team to write action plan		
#2	Week of 2/1	Team meets to organize tasks	After-school 1.5 hours. Stipend for 4 staff at \$32/hr	200
#3	Week of 2/8	Self-assessment and needs assessment	Full day 2 subs @ \$75/day	150
#4	Week of 2/29	Prioritize needs, start to identify plan	After-school 1.5 hours Stipend for 4 staff at \$32/hr	200
#5	Week of 3/7	Assign sub-committees and outline work	After-school 1.5 hours Stipend for 4 staff at \$32/hr	200
#6	Weeks of 3/14, 3/21, 3/28	Sub-committees meet to work on their areas	3 after-school meetings of 1.5 hours, stipend for 4 staff at \$32/hr	600
#7	Week of 4/4	Full committee meets to share information	After-school 1.5 hours Stipend for 4 staff at \$32/hr	200
#8	Week of 4/28 through end of May	Outside consultants train committee, help to write plan	3 after-school meetings of 1.5 hours, stipend for 4 staff at \$32/hr; 2 consultants 5 hrs each @ \$200/hr	2,600
#9	Week of 6/20 and/or 6/27	Write final plan, develop implementation plan for Fall, 2016	3 Full days, 4 staff for 6 hrs @ \$32/hr (\$200)	2,400
		TOTAL Personnel		6,550

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What's next?

- **Second half: Monday, October 24**
- **Work to try and accomplish by then:**



- Identify grant
- Highlight important information in application
- Do an outline of application
- Do draft of budget and timeline

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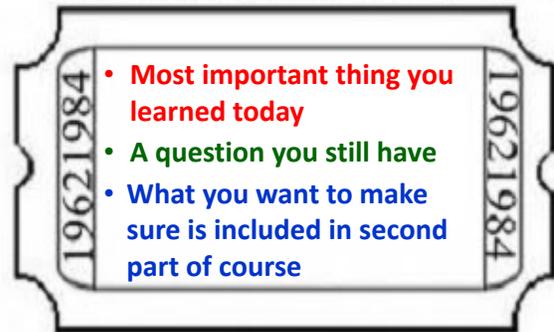
Grant Workshop Part 2



- Writing grant sections:
 - Project overview/abstract
 - Needs section
 - Goals and objectives
 - Project description
 - Evaluation
- Organizing and submitting grant
- Implementing and tracking grant

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Ticket out the door!



- **Most important thing you learned today**
- **A question you still have**
- **What you want to make sure is included in second part of course**