



Putting the Pieces Together

To write a strong and coherent proposal, you need to start by identifying all the parts to tell a coherent and consistent story. Did you know... only 20% is the writing, the other 80% is in the planning.

Why do we do this? It helps you tell a coherent story, define the need, determine your approach, measure the changes you will make in people's lives, and develop a logic model while planning your application.

Parts of a Grant Application

Background – to establish credibility, tell your story

- Include history, mission, vision and school demographics
- List accomplishments and competencies

Need – describe the current condition or status, needs statement, situation analysis

- Clearly define the problems experienced by the target population
- Identify the root causes of the problem

Program – what do you plan to do to address the issue

- Approach – outline what you will do to achieve success
- Address the root causes of your problem and your goals
- Consider creating a Logic Model (see page 2)
- List activities that will take place to achieve your goals
- Align activities with your budget. The budget is what you will spend on activities to reach your goal
- Outcomes -Identify the changes you anticipate in the target population

Budget – a line-item budget to justify the funding needed to carry out your program

- List each item out with a justification next to the expense
- Description of Item, Quantity, Cost and total of each
- Include a short narrative on how you will use this funding to help your program

Evaluation - determine how you measure changes in the target population

- Indicators – short, mid and long = goals and objectives
- Reference your logic model
- Outputs will determine how you measure success, quantity and quality of what you will do

Logic Models

The Key Components: Inputs, Activities, Outputs, Outcomes, and Impacts

By clearly identifying and mapping out your program, a logic model provides a clear and systematic way to understand how a program is designed to work, what resources are needed to implement it, and what outcomes and impacts it is expected to achieve. The key components of a logic model are typically organized into five main categories: inputs, activities, outputs, outcomes, and impacts. Here is a brief description of each component:

Inputs: These are the resources, both human and material, that are invested in the program. *Inputs* can include things like funding, staff time, equipment, and materials.

Activities: These are the specific actions or interventions that the program undertakes to achieve its objectives. *Activities* can include things like training, outreach, or counseling.

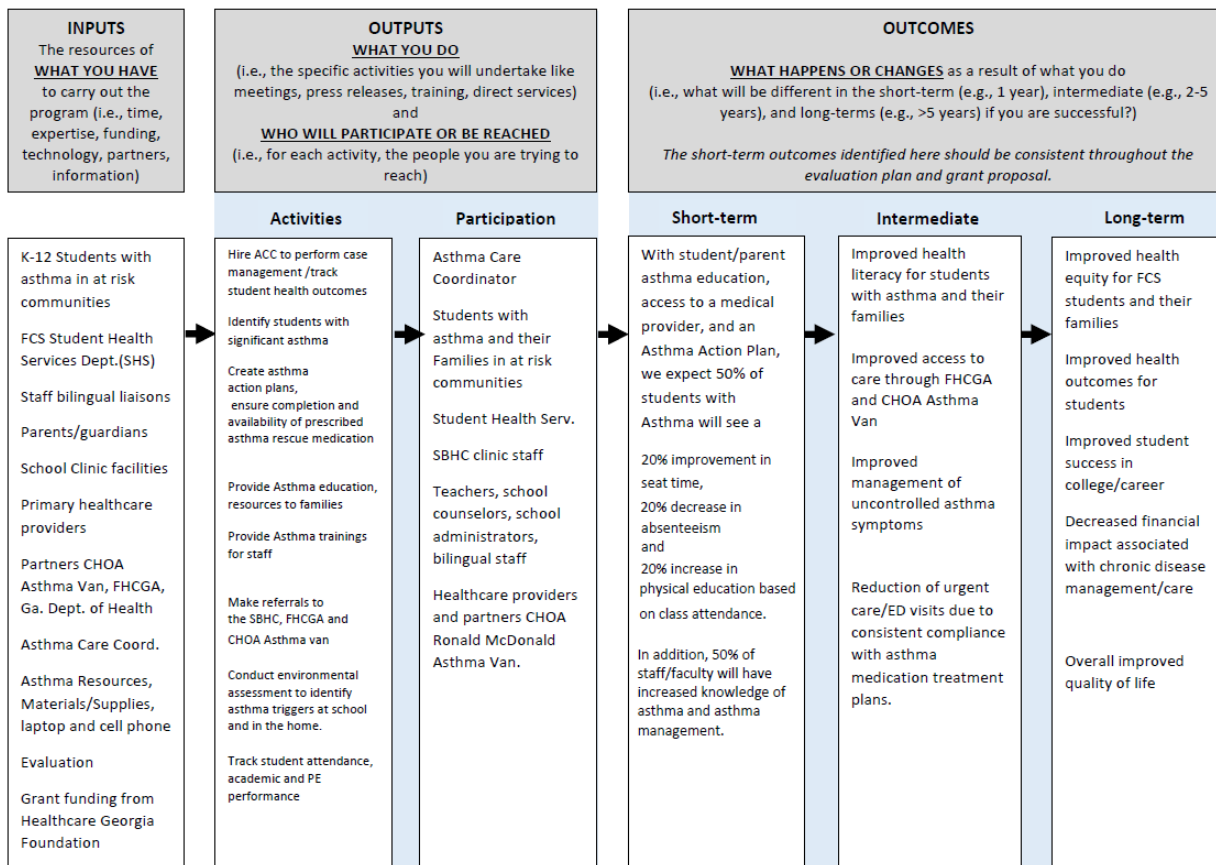
Outputs: These are the immediate products or services that result from the program's activities. *Outputs* can include things like the number of people trained, the number of workshops conducted, or the number of brochures distributed.

Outcomes: These are the changes that occur because of the program's outputs. *Outcomes* can be short-term, intermediate, or long-term and can include changes in knowledge, behavior, or attitudes.

Impacts: These are the broader changes that occur as a result of the program's outcomes. Impacts can include changes in social, economic, or environmental conditions and are often difficult to measure.

Example:

Fulton County Schools SHS Asthma Education Awareness Initiative



Typical Questions on a Grant Application

Eligibility Requirements

- Make sure public schools are eligible? Do you have to be a tax-exempt under Section 501(c)(3) of the Internal Revenue Service Code or can you have a fiscal sponsor that has 501(c)(3) status? If so, check with your PTA or Fulton Education Foundation and ask if they will serve as fiscal sponsor. You may need written authorization confirming its willingness to act as the fiscal sponsor.
- Ensure your proposal aligns with the Funders interests and priorities. Make sure to read all grant guidelines.

Organizational Information

- District Legal Name, School Name, Contact Information
- NCES District ID: 1302280 <https://nces.ed.gov/ccd/schoolsearch/>
- Mission Statement and Strategic Plan

Organizational Details

- Describe your organization's history, accomplishments, current status, etc.
- Include Student Demographic Data: Race, Ethnicity, Gender, % of FRL, area served

Program Information

- Program Title
- Requested amount
- Program Start Date/End Date
- Number of people served
- Goals and Objectives
- Results and Outcomes
- Additional Partners and their roles
- Timeline
- Sustainability
- Evaluation

Financial Information

- Budget Template and Narrative
- Organization Form W-9 (contact Tebora Wimby, WimbyT@fultonschools.org in the CFOs Office)
- Organization's Latest Financial Statements