# Step-by-Step Process for Writing a Grant

1) You find a grant online and feel it would benefit the district or your campus.
2) Do your research.
    - Check your eligibility. Do you qualify for the grant you are seeking?
    - What type of grant is it? Competitive? Noncompetitive?
    - Does your principal or supervisor approve of this grant?
    - Does the grant align with the district's strategic plan?
    - Does your project align with the goals and priorities of the funder?
    - Does the grant require the district to contribute a matching percentage?
        - If so, does the matching amount exceed 25%?
    - Is the grant amount you seek more than $50,000?
        - If so, the Grants Department must review it to decide if it must go through the Superintendent's Cabinet for approval.
    - Is the application submission due date at least six weeks from today?
    - Is the problem for which you are seeking this grant to resolve feasible and can reasonably be completed in a specific timeframe?
    - Do you have enough personnel to conduct the project for which you are seeking funds?
    - Do you only need to submit a grant proposal first instead of a grant?
    - Is there enough time to put the proposal or grant together?
    - Does the grant require the superintendent's signature?
    - Does the grant require a board member's signature?
    - Am I able to execute the grant if I were awarded the funding?
3) If you feel that the district or your campus qualifies for a grant, download the **INTENT TO APPLY** form, fill it out, and email it to: rucastro@donnaisd.net
4) Contact the Grants Department at: (956) 461-4235 with any questions or clarification.