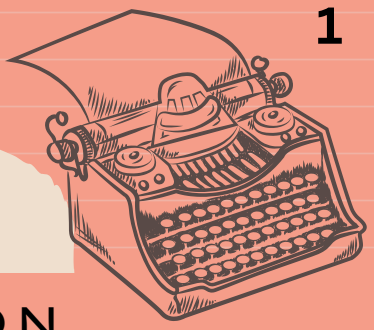
Grant Writing for Educators: How to Write an Award Winning Grant



1. RESEARCH AND GRANT SELECTION

- **Assess Your Need**: Just because there is grant money is out there does not mean that it is worth your time to pursue. You are more likely to win a grant with a strong statement of need and get better use out of that grant. Your proposed solution should flow directly from your problem statement. Ask yourself:
    - What problems am I seeing in my classroom?
    - Are some groups of students making more progress than others?
    - Where would I like to see improvements?
    - Do I have any data or evidence to prove that this is a problem?
- **Decide Your Approach**: Weigh feasibility, suitability, and effectiveness. Grant writing can be time consuming. Before starting the process, be selective about the grants you select to apply to. Ask yourself:
    - How well does my statement of need fit with the needs the grant is aimed at?
    - How likely am I to get this grant? How many awards will there be? Do I have a high enough need or urgency to be competitive?
    - Do I have a solution in mind that meets the grant requirements?
    - Does this grant have any requirements that are unlikely to be approved by the district?
- **Find Your Solution**: Your solution should have a clear connection to your statement of need. To have a better chance of winning a grant, you must build evidence that your solution addresses your needs. Ask yourself:
    - Are there any studies that show effects or potential effects of my solution on the problem? Find studies at the following:
        - What Works Clearinghouse
        - Campbell Collaboration
        - Google Scholar (even if behind a paywall, abstracts can be very useful)
    - Are any other teachers in my district or in others seeing positive results with this solution?
    - Can I build a logical argument with theory to why my solution would work?



2. PARTS OF A GRANT PROPOSAL

All grant applications will have slightly different questions. Always try to answer the given questions as completely as possible. However, there are some common components that you can look out for.

- **Organization/Teacher Background**: Tell about yourself and CUSD. This is a chance to build credibility, so it is a good idea to reference your education, experience, and current role. Paint the picture of your classroom and school with general demographics. Allow your passion for your students to shine here.

- **Statement of Need**: This is where your initial work comes in. Show the grant-maker that you are not only applying to get money; you have a legitimate need that can be addressed through extra funding. Build evidence of the problem in three ways: your personal classroom/school, the Chandler/Arizona community, and nationally.

    1. **Your Classroom/School**: Provide statistical or anecdotal support of your needs. You can request data from the research and assessment team to use in your application here. You should support your data claims with your own experience.
    2. **The Chandler/Arizona Community**: Do an internet search of what the community has been sharing about your need. You can bolster your own evidence by communicating that there are others who are experiencing this issue.
    3. National: Showing that there is a national issue is compelling to funders. The grant-maker is often interested in social benefits to the community or the country. An idea that can address a pressing issue in education is exciting for the granter. They will be curious to see if it works.

- **Goal Statements**: Use the SMART framework to give clarity to the goals you are setting for your project.
    - Make your goals Specific, Measurable, Achievable, Relavent, and Time-Bound.
    - The lower the grant amount, the less impact you will need to justify.
    - Pick a goal that shows some progress, but not so much that it is unachievable.

- **Solution/Program Design**: How do you propose to address the need you discussed?
    - Highlight the research you have done about your solution.
    - Give evidence of how this solution has worked in other places and why you think it will work in your classroom.
    - If it has never been done before, underscore the innovative approach but still ground it in how it will work theoretically.

- **Budget/Budget Justification: How much will your solution cost?**
  - The more detail you can provide here, the better. It will show the funder that you are serious about your solution and that you have done your homework.
  - Pay attention to what the grant-maker allows to be covered in the budget.
  - List specific items and make sure they are tied directly to the project you want funded.

- **Evaluation/Effectiveness Indicators:**
  - The larger the grant, the more intense the evaluation of your project will need to be.
  - Smaller grants may not require this at all.
  - Larger grants will want to know the answer to the question, “Did it work?”
  - Refer back to your goals and answer the question, “How will I measure them?” in this section.
  - You can use data proof points, student testimonials, and observational anecdotal evidence to see if your project is doing what you intended.

SO YOU’RE ABOUT READY TO SUBMIT



HAVE YOU SUBMITTED YOUR GRANT PRE-APPROVAL REQUEST FOUND HERE?

Before applying for any grant, all CUSD employees must complete the district’s grant approval request form.

This form allows district departments to ensure that your project is in line with district policy and procedures. It also makes sure that if you win the grant, you will be allowed to use the funds. Submit this application at least a month before the grant is due to make sure there is enough time for review.

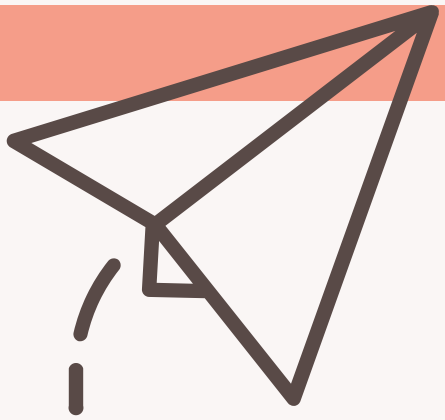
It is a good idea to fill out this form at the same time that you are drafting your thoughts for your grant application. The sooner you get this in, the sooner you will know if you can apply for your grant.

GENERAL TIPS

1. **Show a need, not a lost cause**. You want to show a need, but do not paint the picture so bleak that the grantor thinks nothing will solve your problem.
2. **Check for spelling, grammar, and citation errors**. You never know who will be reading your proposal, and you want to put your best foot forward.
3. **A number always beats a non-number**. This means that applications that have quantitative evidence will be stronger than those with only qualitative evidence. When possible, quantify your needs and solutions with numbers (as long as it cannot identify specific students). Supplementing this with anecdotal evidence will only make your case more compelling.
4. **A number is nothing without a non-number**. Do not parachute a statistic into your proposal with no context or explanation of it. If you are going to give a statistic, you must explain why that statistic matters. This is often done through making a comparison.
    i. How do the students you are hoping to impact compare to others in your class? District? State? Country?
    ii. How do certain subgroups' statistics compare to others in your class? The district? State? Country?
5. **Fill out your CUSD grant approval request as soon as possible**. This will ensure that you do not waste time on a project that will not be approved. It may also help you see where your project description can be clarified and what resources you will need to include in your budget.
6. **Submit prior to the deadline**. Submitting by the deadline is always best practice. Getting your application in a few days before can help it not get lost in a crowd of last-minute applications.
7. **Answer all of the questions**. Make sure you have included all requirements and forms that are asked for. If you do not have data for one of the questions, one tip is to talk about the barriers in your position to answering this question and how you are working to address those barriers.

3. SUBMIT YOUR PROPOSAL

CONGRATUALTIONS ON WRITING YOUR GRANT! TIME TO SUBMIT AND BEST OF LUCK!



RESOURCES FOR FINDING GRANTS

"Help" and "Money" and "Quick"

1. Math Educators and Program Grants
2. Humanities and Literacy
3. General, Professional Development, Technology
4. General Education Grants
5. General Education Grants

Common Grants

1. SRP Touchdowns for Teachers
2. SRP Learning Grants: Oct. - Feb.
3. SRP History and Social Science Grants: Oct. - Feb.
4. DonorsChoose Arizona Funding
5. ASBA Classroom Grants: Quarterly
6. CEF Cash for Classrooms Enrichment Grant: July-August
7. Palo Verde Fiesta Bowl Charities Wishes for Teachers: September
8. APS Phoenix Suns STEM Teacher Grants - September
9. Project Lead the Way: October - November
10. Dollar General Youth Literacy Grants: March
11. Microgrant Program for Educators and Teachers

