



TIPS FOR A SUCCESSFUL GRANT APPLICATION

Statement of Need:

- Describe the area of student achievement you wish to address and give any data that supports the need. Please include how this grant addresses district and campus goals.
- Keep the statement simple and straightforward.
- Show how the project relates to the District/Campus Improvement Plan(s).

Objectives:

- Limit the number of objectives.
- Address evaluation in the statement of objectives.
- Be specific.
- Have an ending date.

Description of Proposed Project/Activity:

- Describe the problem or issue to be addressed.
- Show how the project supports the purpose.
- List the steps to be followed in project implementation.
- Relate the project to identified need and objectives.
- Be specific.

Evaluation:

- Relate the evaluation to stated objectives.
- Indicate how you will know whether the project was successful.

Partners:

- Describe how others will be involved in this project (for example: parents, PTA, community members, other teachers, other schools, etc.)

When applying for a grant, please remember the following!

- Objectives and outcomes should be consistent with the goals of your school and the district.
- Grants cannot be used to fund teacher training or travel. When creating your budget, research carefully and be realistic. Small grants are just as likely to be awarded as large grants; partial funding will be considered.
- Projects awarded must be fully implemented by the end of the following semester.