

GRANT PROPOSAL GUIDE

Header

→ Follow normal memo procedures.

[Insert School Logo]

[Name of School District]

[Street Address]

[City, State]

[Month Day, Year]

[Dear Mr/Mrs. Contact's Name],

→ Important: Address the contact person at the funding organization. Do not leave this unspecified as "Grant Reviewer" or "Funding Organization."

Introduction

[Start here.]

→ Start with a strong hook, like a short anecdote about your project or a statistic related to your cause. Keep this short but engaging, so you don't bury your thesis too deep in the paragraph. Your thesis should state your main purpose of the project and what your desired outcome is. It should be clear and specific, and it should stand out to your readers.

Organizational Background

[Start here.]

→ The second part of the introduction speaks about your school. The two P's are important here:

- **Physical:** Describe the size, age range, and history of your school.
- **Personality:** Describe your values, mission, and goals at your school. Do not be generic here.

Connect your school and your project to the grant that you're applying for. Relate yourself to the grant foundation's goals and projects and specify how their funding can guide you to the mutual goal.

Current Situation and Statement of Need

[Start here.]

→ The current situation is what is lacking at the school or why the project is needed. Why is the grant needed for this and how will you sustain the project's funding if it is a repeated thing? What are the results of your Needs assessment?

Plan and Timeline

[Start here.]

→ Lay out the timeline of the plan and how it will function. How long will this project last? How is the success of the project going to be recorded and assessed? Name the objectives you expect to see after the project is complete and clearly illustrate how you plan to achieve them.

Budget

[Start here.]

→ Be specific. Explain how funds will be allocated and why resources are needed. Tables can be helpful visual additions. Mention where else you can pull funds from. Are there students fundraising for this? Community funds, school budget constraints, etc.?

Organizational Qualifications or Capacity

[Start here.]

→ You can include staff, educators, and partnership highlights. How will this grant impact your school's ecosystem? If there are any letters of support or quotes from your school's ecosystem that you can input, do so here. Student success stories can be powerful when used sparingly.

Conclusion

[Start here.]

→ Restate the summary of the project, total grant funding requested. Thank them for consideration with your contacts (phone and email). Also, offer to answer any questions and use language that urges the reader to continue the conversation.

References

[Start here.]

→ List any sources used in your research statistics or any other references to past projects. This should be written in APA style.