

TEN TIPS FOR WRITING WINNING GRANT PROPOSALS FOR SCHOOL PROGRAMS AND CLASSROOM PROJECTS

1. Before you start writing your grant proposal, know the answers to these three questions:
 - How will your proposed project benefit the students and/or families in your school?
 - How will your proposed project benefit your school as a whole?
 - How will your proposed project benefit the funding organization?
2. Clearly define the need for your proposed project. Use examples. Grantors love a good story!
3. When possible, use statistics or cite research to support the need for your project.
4. Write your proposal in positive terms. Focus on opportunities and positive outcomes.
5. Use the same terminology in your proposal that the foundation or company uses in its grant description.
6. Include the evaluation process you will use to gauge your proposed project's success. Grantors want to fund projects that will show measurable progress.
7. Use an easy-to-read 12 point font and standard margins. Don't use formatting "tricks" to force information into limited space. Your proposal will be more difficult to read, potentially annoying the reviewer—something you don't want to do!
8. Make a memorable first impression with a catchy name that is also descriptive of your proposed project.
9. Keep your proposal short and to the point.
10. Choose funding agencies whose priorities match up with your proposed program's objectives.