Welcome to Grant Writing Basics
“Either write something worth reading, or do something worth writing.”

Benjamin Franklin
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Know Your Audience
What is the funder’s guiding mission?
- Broad areas of interest
- Specific focus

Where do they fund projects?
- Nationally
- Regionally
- Locally
Statement of Need
Statement of Need

The statement of need presents the facts and evidence, defining the issue or problem your project addresses. Also known as a problem statement, needs statement, issues statement or needs assessment.

- What is the problem or issue?
- Who are the people who have this need or problem?
- Where does this problem occur geographically?
- When is the problem evident?
- Why does this problem occur?
The *project description* is an explanation of your project that illustrates how it provides a solution to the issue or problem outlined in the statement of need.

**Includes:**
- Goal
- Objectives
- Methods
Project Description

**Goal**
An intangible and abstract statement that describes in broad terms what the project will accomplish

*Weak*
To improve literacy skills

*Strong*
To help elementary students read at grade level
Objectives
Tangible, specific, concrete outcomes achievable in a specified amount of time, that represents a step towards accomplishing the goal

Use the S.M.A.R.T. Method when writing objectives
- Specific
- Measurable
- Attainable
- Realistic
- Time-bound
Examples of Objectives

Weak
Provide reading tutoring to 1\textsuperscript{st} and 2\textsuperscript{nd} grade students.

Strong
Build vocabulary and reading fluency skills for 1,000 1\textsuperscript{st} and 2\textsuperscript{nd} grade students by providing 30 weeks of reading tutoring.
Methods
Specific activities that need to take place to achieve the goal and objectives; answers the question how by providing a detailed description of the execution of the project

Enables the reviewer to visualize the project in action.
Evaluation and Measurement
Evaluation

The evaluation provides the details on the methods and benchmarks that will be used to measure success; explains how progress and outcomes will be measured.

- Were the objectives met using the specified methods?
- Was an impact was made on the problem identified in the statement of need?
Evaluation

How will you measure progress and outcomes?

**Quantitative methods**
Measure or count data using statistical analysis such as averages, means, percentiles, and frequency.

**Qualitative methods**
Study of processes or meanings, using direct or indirect contact with people through interviews, observation, or review of relevant documents. *This method does not measure.*
Examples of Strong Evaluation Statements

Quantitative
Second grade students’ adjusted reading fluency score will increase an average of 75 points after receiving 30 weeks of tutoring as measured by i-Ready, Assessment Period 1 to Assessment Period 3.

Qualitative
After participating in Middle School Book Clubs during the 2016-17 school year, 90 percent of the students will express an increased interest in reading.
Timeline
The timeline outlines the major tasks of your project, from beginning to end, during the grant’s funding period.

Provide a detailed breakdown – *monthly and/or quarterly* - that includes:
- Tasks for accomplishing and evaluating the project
- Reporting deadlines – both narrative and financial
Timeline Sample

June 2018: Research, write, proof submit grant application
October/November 2018: Receive grant money and place supplies and equipment orders
October/November 2018: Conduct pre-test measurement tool (if applicable)
November 2018: Receive supplies, equipment, etc.
December 2018: Implement project (give specifics)
December 6, 2018: Expend ALL grant money
December 13, 2018: Submit expense summary with backup documents (include invoices/check copies) and return any unspent grant money
January – April 2019: Continue project and give specifics details (if applicable)
April 2019: Conduct post-test measurement tool (if applicable)
May 17, 2019: Submit final evaluation
Budget
The **budget** is the financial description - both numerical and narrative - of the project illustrating income and expenses.

- **Income** is a projection of where funding will come from for the project - both secured and pending.

- **Expenses** are the actual costs of the project. Be sure to do your budget homework prior to starting your application.

_Not all funders will require income as part of the budget, but will always request expense information._
## Summary Budget (click on blue "?” balloon for directions):

<table>
<thead>
<tr>
<th>Total Supplies Budget $ (Itemize below)</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Equipment Budget $ (Itemize below)</td>
<td>500.00</td>
</tr>
<tr>
<td>Total Other Expenses $ (Itemize below)</td>
<td>0</td>
</tr>
</tbody>
</table>

**Budget Narrative - Use this area to give any additional budget information to the judges.**

Funding will be used to purchase 100+ Yamaha Soprano Recorders (Model YRS-24B) with a storage container for each class group (6 total). The exact quantity purchased will depend on the lowest bulk pricing I can find at the time of purchase, but I am confident I will be able to purchase at least 100 with the funding budgeted. 6 Storage Containers $65.00 100+ Soprano Recorders $435.00

## Itemized Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>100+ Yamaha Soprano Recorders (Model YRS-24B)</td>
<td>$435.00</td>
</tr>
<tr>
<td>6 Storage Containers</td>
<td>$65.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$500.00</strong></td>
</tr>
</tbody>
</table>
2018-19 Impact Grant Opportunities

Click links
Read fact and know the rules BEFORE you start.
Fact Sheet & Rubric

2018-19 Arts Education Support Grant
Application Fact Sheet

Arts Education Impact Grants, funded by License4Learning - the Florida Specialty Education License Plate, will be awarded for the purchase of supplies, materials, equipment and/or equipment repair.

Eligibility
- Any Orange County Public School Pre-K - 12th grade fine arts classroom teacher may apply.
- Charter schools are not eligible.

Project Focus
- All grant awards will be used for the purchase of supplies, materials, equipment, and/or equipment repair to support visual and performing arts classes.

Award Amount Available
- Up to $500 per teacher and/or teaching team

Awards WILL NOT Cover
- Honoraria, salaries, stipends or substitute teachers
- Field trips or transportation
- Food, incentives, t-shirts and/or awards
- Entry fees

Application Requirements
- All applications must be submitted via the online grant portal.
- All applications must be approved by the principal.
- All application must be anonymous. Please do NOT mention names (teacher, school, student, mascot, newspaper) unless specifically asked.

Key Dates
- Application due by: August 17, 2018
- Award notification by: October 3, 2018
- Spend Funds by: December 7, 2018
- Submit expense report and unspent funds by: December 14, 2018
- Final Evaluation by: May 15, 2019

If you are unable to meet the key dates for spending and reporting, please do NOT apply. Unspent funds must be returned by May 15, 2019 deadline or they can be rethirsted.

Evaluation Process
Each application will be reviewed, evaluated, and scored by a panel of three community volunteers. Most volunteer judges are not educators and will not be familiar with acronyms and or curricular areas. It is to your best interest to minimize education jargon. Judges will evaluate applications according to the criteria listed in the rubric and answers provided by applicant(s). Click here to get a copy of the judging rubric.

Funding Process
Checks will be made payable to the grantor’s school. Amount granted may be different from the budget request.

2018-2019 Arts Education Impact Grant
RUBRIC

<table>
<thead>
<tr>
<th>Review Criteria</th>
<th>Poor Meets NO Criteria</th>
<th>Fair Meets SOME Criteria</th>
<th>Good Meets All Criteria</th>
<th>Excellent exceeds Criteria</th>
<th>Score 0-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Needs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Clearly stated objectives for what students should KNOW at the end of the project.</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>- Included tools that will be used to evaluate learning.</td>
<td>no</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>- Included opportunities for students to display what they have learned/done with this school’s greater community.</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Timeline</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Provided a detailed timeline and narrative that explained logical project development and completion including reporting requirements.</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Provided a budget summary and comprehensive itemized budget.</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

Note: Scoring scale is 0 – 5

Judge’s Initials ____________________ Project Number ____________________ Total Score ____________________

Was this grant for: Visual Arts Performing Arts Other (list) ____________________

Comments (if giving less than a 3, please give grant applicant input) ____________________

7/11/2018
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Tips

- Read the grants fact sheets and know the rules BEFORE you start
- Be sure to answer the questions being asked
- Write clear and concise sentences
- Review for grammar, spelling and punctuation
- Don’t use jargon or acronyms
  → If you must, be sure to provide an explanation
- Keep in mind that the character space count usually includes spaces
Setting up your use account
Setting up your use account

Impact Grant Login Instructions

You must set up a user account before you can get started on your teacher grant application.

Please use these documents for step-by-step instruction. Always use your long OCPS email address (e.g.; firstname.lastname@ocps.net) and NOT your personnel number.

- Teacher User Account Setup Instructions
- Principal Approval User Account Setup Instructions

Click here to get started or to login

When returning to your grant application, you can click on the login link at the upper right corner of the home page.

Experience problems? Contact the Foundation office at 206-2019 or email susan.barnhill@ocps.net.
To create an account, click login at the bottom left.

Then under New User enter your information (you must use your district provided email address to be recognized as a teacher) and finish by clicking create account.
An email will be sent to the email address you provided, asking that you validate your account. Click on the link provided in the email this will take you to your account page on the site.

This will take you to your account page on the site.
To create a grant application you must be logged into your account. To do this you will click on the “Login” button which will be at the bottom left of the page.

This will take you to the User Login page. Enter your login information, and hit submit. If you have not yet registered and validated your account, you will need to do so before proceeding.
Once you have logged in, go to the top of the page and click on the icon that says your name to bring you to your Account page.

- I want to edit my User Account or Classroom
- I want to manage Teacher Projects
- I want to manage Grant Applications
- I want to manage my Community Opportunities
To access the grant component, click on the “Grants” tab and it will bring you to the Available Grants.

Once there, you will be able to select the grant that you would like to apply for in a drop down selection.
Once you have selected the grant you would like to apply for it will display the information for the grant and allow you to begin the application by clicking “Apply”.

Accessing grant component (continued)
Once you have completed all necessary fields, you may submit the Application for review by selecting **complete**, and then **submit**. However, if you still need to make changes to the application, select **draft** and then **submit**. This will save the application as a draft for you to submit for review when you have completed it.

Once you have clicked submit, you will be taken back to the Available Grants page, where your application will be at the bottom. If you have saved the application as a draft, you can make changes by clicking **edit**. There is also a printable version of the application available by clicking on **view**.
**Accessing grant component (continued)**

- Once you have submitted your application as “complete,” your principal will receive a copy for review and approval.

  ![Teacher Status](image)

- You principal will also need a user account to review and approve your grant application. He/she will follow the same steps as you did to set up, except they will not answer the “I am teacher” question with a yes.

- Once your principal has set up his/her user account, reviewed your application and approved, you will be able to see their approval. Also, the “admin” approval indicates that the Foundation team has approved it to go to the judging phase of the grant process.

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
<th>Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/11/2017 4:37 PM</td>
<td>test</td>
<td>Teacher Principal Admin</td>
</tr>
</tbody>
</table>

- It is your responsibility to let your principal know you are applying for a Foundation grant, and to let him/her know they will receive a copy via email for approval. Also let them know the Foundation team is available to assist with setting up and/or updating their user account.
Who judges your grant applications - bankers, educators, IT professionals, volunteer parents, grant writers, retired businessmen, utility / hospital executives ...
Who are the judges?
- Volunteers from the following fields: bankers, educators, IT professionals, volunteer parents, grant writers, retired businessmen, utility / hospital executives, etc.

What do they look for?
- Well-written grant application – grammar, punctuation, etc.
- Applications that they understand – if they are not educators, they may not understand your education acronyms
- Applications that can be easily scored using the grant rubric
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7/11/2018
Thank you for all you do for our students!

We want you to be the next grant winner!