



Grant Writing for Educators

Turning Good Ideas Into Money for Your Schools

Presented by
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Develop Your Vision

Imagine.....



What Would Make a Real Difference in Your School?

What Successes Would You Build On?

What Needs Would You Address?

What Wild, Far-Reaching Dream Would You Achieve?

Be ProActive

- Think about the needs you see around you. What are some possible ways to meet these needs?
- Identify the problems. How can you solve the problems you have identified?
- Gather a team together to work with you in thinking through the best solution and the best approach to the problem. Be creative, think freely and broadly. This will shape your vision.
- Develop your concept for a program and research it.
- Create a concept outline – what would the program design look like.
- Determine what staffing, supplies, equipment, etc. you would need to implement this project.
- Once your concept begins to take shape, you can seek funding sources that match your needs.

Think Through Your Idea!

- What specific needs does your project address?
- Why should these particular needs and this particular population receive attention at this time? Conversely, what will happen if this particular project is not implemented now?
- Who else is working on these needs, either locally, regionally or nationally? What have they learned that is applicable to your project? Do you have evidence that your project will not duplicate the work of others?
- Does this idea have full administrative support at the building level and district level? Will it be supported by your colleagues and welcomed by students and parents?
- What difficulties can you anticipate in meeting the need?

Determine The Best Direction

There are many ways to find money for a project.

- How much money you will need?
- What will the money be used for?
- How long will you need support for this project?

A grant is not always the best way to fund a project, particularly if it requires less than \$1,000 and will require ongoing funding.

If this is the case, then you may want to explore....

- Fundraising events
- Funding from civic, fraternal, or community organizations
- An annual sponsorship campaign seeking business, corporate, and private donors.

Assess Your Capacity

- Understand the competitive advantages of your organization. Identify the factors regarding student population, demographics, location, existing programs, history, or staff that might make your project particularly attractive to potential funders.
- Assess the capabilities and credentials of the staff or individuals involved in the project. Do they have the credentials or experience to be considered highly credible to potential funders? Does anyone in your organization have any connections to potential funders?
- What are your options for collaborating with other institutions, organizations or individuals? As collaboration is very much a part of today's grant making environment, this will often determine the range of potential funding opportunities open to you. In many cases collaboration will increase your chances of marshalling the necessary resources for a truly competitive program.

The key to successful grant development is creating a good program and matching it to the right funding source.

Understand Your Options

Private sector funding

- Foundations
 - Corporate
 - Community
 - Family
 - Philanthropic
- United Way
- Businesses/corporate
- Civic or community organizations
- Employee groups

Governmental funding

- US Department of Education
- NYS Education Department
- Teacher Centers
- Other NYS Agencies
 - State Archives and Records Administration
 - Department of Labor
 - Division of Alcohol /Substance Abuse Services
 - Health Department
- Other Federal Agencies
 - Justice Department
 - Commerce Department
 - Department of Housing and Urban Development
- County Agencies and Departments

Find the Right Funding Source

- What is the scope of the projects typically funded by this source? (national, regional or local significance)
- What types of organizations are eligible and are typically funded?
- Geographic preferences in funding?
- If a corporate foundation, is there a corporate presence requirement?
- What is the target audience the funder wishes to serve? (Inner city youth, pre-schoolers, gifted and talented students, students with disabilities etc.)
- What type of programs does this funder support?
- What size programs does this funder typically support? (number served, grant amount)

Find the Right Funding Source

(Continued)

- Is the funding one time or multi-year?
- Does the funding have limitations? (e.g. will only fund training, will not fund staff, will not fund equipment)?
- When are proposals due? Are there multiple funding rounds in any given year?
- If funded, when would the money be awarded? When would the money have to be spent by?
- What is the total pool of money available from this funding source in this funding cycle? How many grants do they anticipate giving? Who will be competing for this money?
- **Are matching funds required?**

The Writing Process

- Note the due date and develop a time line for each step in the process.
- Put together a proposal development team. The team should be small (3-4 maximum).
- Team members may work on gathering information and research.
- Select one writer. Proposals with sections written by different individuals are rarely successful.

Writing Your Proposal

- Read all directions carefully, pay attention to details such as page limitations, font size, spacing and required information.
- Avoid jargon, write clearly, and concisely.
- Assume your reader is not familiar with your topic.
- Use headers and bullets to highlight information.
- Use graphs if they will convey information clearly.
- Have several people read your proposals for content, clarity and typos.

Submit the Proposal

- Be sure to note all special instructions for submitting your proposal.
- Submission by mail. Is the due date a postmark date or received by day or time? (consider using return receipt requested)
- Submission Online. Be sure to complete each section, noting character/word limits in each section.

Take the Next Steps

If your proposal is funded....

- The project must be implemented the way that you said it would be implemented in your proposal. Changes in the program or budget must generally be approved in advance by the funder.
- You should be prepared to do whatever you said you would do in your proposal in the time you said you would do it in. Most grants usually have time frames in which projects have to be completed. Don't count on time extensions.
- Showing success in implementing grant funded programs and providing project management ability to funders, are the best ways to secure your chances for winning future grants.

If your proposal is not funded...

Don't feel bad, you are in excellent company! Never take this personally. Few proposals submitted are actually funded. Don't give up on your concept or your proposal. If your idea is good, and you are truly committed to improving your project and proposal, chances are that you will find funding.

- Try to find out why your proposal was not funded.
- Discuss your proposal with grant reviewers, colleagues and other professionals. The constructive criticism you receive at this point may make all the difference in getting your program funded next time.
- Don't be afraid to work on your proposal, improve it and resubmit it to the same funding source in a future funding round.
- Seek additional funding sources and prepare your proposal to meet the application specifications of those funders.

Please contact the Development Office with any grant related questions.

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*(Please note: our office will be moving sometime in the future to the Keane
Administrative Building. We will let you know when we move.)*

HAPPY GRANT WRITING!!!!