

If you really have a good idea for a teaching project, but no budget to cover expenses, you might want to try to apply for a grant to fund it. Grants are funded through your district, your state board of education, and hundreds of private foundations and local businesses — all award money for educational projects and programs from simple to complex. Start simple to learn...

The Art of Grantwriting

Money is given to fund educational programs by funding sources with a pre-determined philosophical idea of the programs and projects they are willing to back. Funders also determine the procedures they want you to follow before awarding the money. Therefore if you intend to be funded, you need to make sure your school's problems can be solved by the funding source you are soliciting and that you support your program with strong quantitative and qualitative data.

When a school finds a funder that meets its program's needs, the proposal should tell the story about the problems, provide plans on how this will happen (the problem will be solved), and describe the necessary costs and personnel to make this project come true..

“Grant writing is a cross between technical writing & creative writing.”

Where does money come from?

How do you find potential funding sources? Start by talking with colleagues who have already received grants. To learn about national organizations that give out grants consult the Foundation Directory, a huge reference guide available in most libraries.

Grant monies come from a wide variety of resources including federal funds, state funds, private donations, foundations, local businesses, and your own school graduates. Remember that any resource no matter how small can help you fund your program. It is often easier to collect \$100 from 100 people than \$10,000. from one source. The 100 people require only a thank you letter while the major source may require extensive paperwork. Most companies have to give some money away as part of their tax structure. Your job is to convince them to give the money to you.

While all grant applications are not the same, and some grants like those offered by the Education Department are quite complicated, every grant includes certain elements. Review and follow the Secrets and tips for having the *anatomy of a winning grant proposal*. In addition, you will find teacher tested tips and a time line approach to guide you through the process. So make this the year you get that grant. It is easier than you think.

“Grant writing isn't difficult, but it takes work & is time consuming.”

Grantwriting 101 Secret Successful Grantwriter's Tips...

When you plan /prepare your grant, here are some things to keep in mind:

Give yourself twice as much time as you think you need—four months isn't too much time for a mini-grant.

Enlist friends to read, edit, and doublecheck your proposal drafts.

Write in simple English, avoid jargon.

Use section headings to improve readability.

Be Positive—describe program benefits-do not bemoan budget cuts.

Put all your important information in your proposal (not in appendix).

Address the cover letter to a specific contact person.

Submit your proposal in advance of the deadline by certified mail.

Keep a copy of the proposal (electronic and hard copy)

Ten steps to Success: Create a Time Line:

(to help yourself finish your grant proposal, set up a time line and track every step).

Mini-grant project	Week						
Activity	1	2	4	6	8	10	12
1. Develop a proposal idea							
2. Research funding sources							
3. Get guidelines and plan proposal.							
4. Gather data.							
5. Write objectives							
6. Write methods							
7. Write budget							
8. Share with committee							
9. Finalize proposal							

Check: **The Artful Life** Blog for Grantwriting COMING SOON!

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