

Teacher Grant Program:  
**GRANT WRITING TIPS**

I. LOGISTICS

- Start early.
- This year we are using a new platform called Smarter Select. Before you can apply you will need to create a log in account. This account will allow you to conveniently save your application as you work on it.
- We highly recommend that you copy the questions into a Word document, answer them, and copy and paste the answers back to the application. That way you won't lose work because of a technical issue.

II. GRANT WRITING 101

- Read the guidelines thoroughly before you start. Make sure your project fulfills the guidelines and does not contain a request for ineligible expenses. If you have a question, contact us!
- Read the scoring rubric and note how many points are allotted for each of the criteria. Use some of the same language in your answers, e.g., "*The project will engage my students as active participants in learning by.....*"
- Only ask for the amount of money you need to do the project. Don't pad the budget.
- Answer all the questions thoroughly. One or two sentence responses will result in a low score and your application will not be funded.
- Spelling, grammar, and arithmetic count. Proofread your application before your final submission, or better yet, have someone else proofread it.

III. THE APPLICATION QUESTIONS

- A. NEEDS. Tell us about the students in your class. What are their challenges? What are their strengths and interests? If you have a large number of English learners, students with disabilities, or students with other under-addressed needs, please let us know.
- B. GOALS. Your goals are your "big ideas." What do you hope you and your students will learn and achieve? Your outcomes are the specific and measurable results of your project.

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- C. PROJECT DESCRIPTION. This is the most important part of the application. Be as specific as possible. Describe the project from beginning to end in detail. You may include a timeline, although this is not required.
- D. EVALUATION. Describe the tools and methods you will use to measure the success of your project. Be sure these are directly related to the goals and outcomes you discuss in section B. above. You are free to assess the results in any way you feel is appropriate, e.g., your own observation of your students' progress; test scores or other formal data; self-assessment rubrics; surveys; etc.
- E. BUDGET. Again, ask only for what you need. Be as specific and detailed as possible, e.g., *Books - 30 @ \$5 = \$150* will get you more points than *Books - \$150*. Include the cost of taxes and shipping. Make sure your addition is correct. If you are getting prices from a website, you can attach a PDF file of the itemized costs to the application, and write here, "Please see attached quote."
- F. IF YOUR BUDGET EXCEEDS THE MAXIMUM GRANT.... We ask this question to ensure that you will be able to complete the project with the funds we grant you. If there are costs that the grant won't cover, indicate how you will get the additional funding.
- OPTIONAL INFORMATION UPLOAD. This is where you can provide additional information that will help the reviewers understand your proposal, e.g., a more detailed description of the curriculum, materials, or online resources you propose to use. Please limit this to no more than 3 pages.

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