



## Teacher & School-Wide Grant Program

### **GRANT WRITING TIPS**

#### I. Logistics

- Start early.
- We use an online grant platform called Smarter Select. Before you can apply, you will need to create an account (or sign into an account you used last year).
- 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 at [pefteachergrants@pased.org](mailto:pefteachergrants@pased.org)!
- 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

- **Summary.** This is meant to be a **short** logline of your project so we know what you're talking about as you give more detail in the next few questions.
- **Students.** 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.

- **Project.** 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.
- **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.
- **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 discussed above. You are free to assess the results in any way you feel appropriate (e.g., your own observation of your students’ progress; test scores or other formal data; self-assessment rubrics; surveys; etc.).
- **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 “Please see attached quote” for this question.
- **Flexibility.** We ask this question so we know whether you will still be able to complete your project (either as-is or in a modified form) with the funds we give you. We try to give every project the requested funds, but sometimes we provide a partial award. If you will be able to get additional funds another way, tell us how. If you can modify your project based on reduced funding, tell us how.
- **Optional Upload.** This is where you can provide additional information that will help 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 if possible.
  - Note: Smarter Select limits this upload to no more than 5 MB, and you may only upload a single file. You can combine multiple PDFs into a single file on the [Adobe Acrobat website](#).

**Questions?** Email [pefteachergrants@pased.org](mailto:pefteachergrants@pased.org)

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