



Approaching Grants:

Write It, Sell It and Get It!

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Karl Bruchhaus, Superintendent

You Don't Need a Grant Writer!!



Grantwriting Involves

- An Idea,
- Managing, &
- Planning



Identify the Proposal Team

- ❑ Understand, can substantiate and articulate the problem you want to address.
- ❑ Are aware of the education issues that currently have high priority in society.
- ❑ Can strategize with you for possible solutions.
- ❑ Have some practical experience, knowledge and/or expertise in the field.
- ❑ Have “bought-in” and can contribute to the final product.
- ❑ May be impacted by the program if it is funded.



Do Your Background Research

- Review the literature and programs that already exists that address the problem you wish to address.
- Identify the funders who are most apt to fund your project.



Look at the RFP

- ❑ Analyze each RFP's set of guidelines to which you intend to respond.
- ❑ Determine the format the funder wants you to use.
- ❑ Share this information with the proposal team.
- ❑ Get clarification if you are confused.



Think Through the Proposal

The Introduction:

- ❑ Clearly states who is applying for the funds.
- ❑ Portrays the students/staff/administration.
- ❑ States what accomplishments in this arena may have been accomplished.
- ❑ Sets the stage for the needs assessment.
- ❑ The whole proposal is free of “educational jargon.”

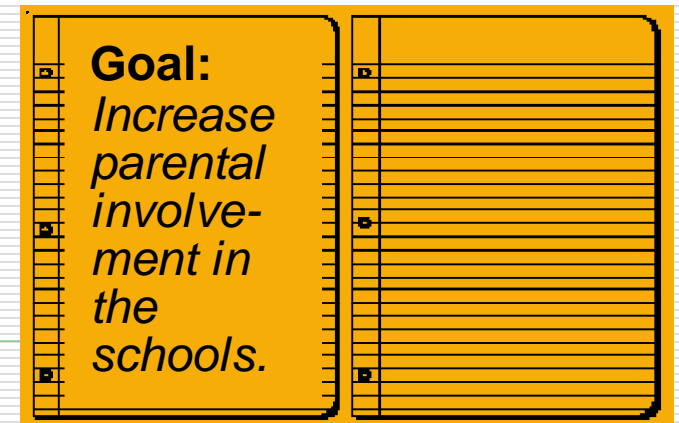


The Needs Statement

- ❑ Is a precise statement of the problem you are addressing and the need for its solution.
 - ❑ Directly relates to the District's priorities as well as the priorities of the funder.
 - ❑ Doesn't try to solve all the world's ills in one fell swoop.
 - ❑ Is stated in needs of the students/staff, not the person/team writing the application.
 - ❑ Doesn't make assumptions about what the reader knows.
 - ❑ Makes a compelling argument.
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The Project Goal

- Sets forth what you hope to accomplish by the end of the project.
- A good goal states, 'What would be, 'if you were successful in addressing the problem need you have described.'



The Objectives

- ❑ Clear statements of the outcomes you expect to achieve during the period of time your project is funded.
- ❑ Should be logical steps to reaching your ultimate goal.
- ❑ Should be demonstrable.



Collaborating

- Partner
- Draft a goal
- Draft one objective
- Critique



Documentation and Evaluation:

- ❑ States the criteria for success.
 - ❑ A description of the data that will be collected while the project is being implemented.
 - ❑ Explains the tests and instruments you will use.
 - ❑ Describes how someone not involved in the project will know if you have accomplished your objectives.
 - ❑ Explains how the evaluation will be reported.
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Dissemination

- ❑ How will results of your project be shared with others?
- ❑ If you are writing a report, will you distribute it to anyone other than the funder? If yes, identify them.
- ❑ If you plan to make presentations about the project results, who are your target audiences?



The Budget

- ❑ Presents the cost of the project. Usually broken down by categories (e.g. personnel, travel, supplies, and equipment, release time, copying, on-line cost, etc.).
- ❑ Breaks down the costs to be provided by the funding agency and those provided by others.
- ❑ Is detailed as to how the figure was arrived at.



The Budget

- ❑ Includes all items asked for by the funder.
- ❑ Includes all items paid for by other sources.
- ❑ Details fringe benefits, separate from salaries.
- ❑ Is sufficient to perform the tasks described in the activities and objectives.



Writing the Draft

- Assign one team member to write the proposal.
- Assign someone to develop the line-item budget.



Writing the Final Proposal

- Edit the narrative and the budget.
- Have all team members read the proposal and make comments.



Proposal Checklist

- Review,
- Refine,
- Submit =

A WINNER!



Where to look for issues, problems, and proposal ideas

Examples:

- What is being done to develop higher order thinking skills?
 - Do students have access to technology as a means to solve curriculum-based problems?
 - Does the Adult Education program exist and does it provide the latest approaches to literacy?
 - How can the math and science programs be improved to encourage more female participation?
 - Is there a STEM connection?
 - Is there a connection to the Common Core?
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Some Sample Areas for Proposals

Staff development

- math and science programs
- career and technical opportunities
- special education
- social sciences
- bilingual education
- parent involvement and education programs



What To Include In A Grant Proposal Package

- Cover Letter (1-2 pp., single spaced)
- Summary (1 p.)
- The format for this inclusion is most often spelled out by the funding source; very often a form to fill out is provided
- Proposal Narrative
- Problem or needs statement
- Goal(s) and objectives
- Activities
- Evaluation
- Dissemination Plan



What To Include In a Grant Proposal Package

- Cost of project and anticipated sources of support
 - Line-item budget
 - Appendices most often asked for by funders
 - IRS tax-exempt determination letter
 - Organization's total annual budget
 - Resumes of project staff, or narrative of staff's qualifications
 - Evidence of support for the project
 - Media coverage of project or organization
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Resources

□ Grants for School District Hotline

- <http://tinyurl.com/grantshotline>

□ School Grants

<http://www.k12grants.org/newsletter2.htm>

□ The Independent Sector

- The estimated dollar value of volunteer time is \$23.07 per hour.

http://www.independentsector.org/programs/research/volunteer_time.html

- Latest figure from 2014 Bureau of Labor Statistics data, indexed by Independent Sector in March 2015.
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Surf the Internet; It's a Great Grantwriting Resource

- ❑ The internet is a storehouse of valuable resources and browsing can be fun and informative.
- ❑ Visit organizations' web sites and locate valuable funding information!
- ❑ Good hunting as you try to find the funding sources to meet your dreams!



Visit This Link for Grant Workbook and Web Sites



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