



# Technology Grants:

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## Write It, Sell It and Get It!

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Karl Bruchhaus, Superintendent



# You Don't Need a Grant Writer!!

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# Why Do You Need/Want Money?

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**Go to [www.menti.com](http://www.menti.com)  
And enter the code  
96 86 43**

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# Grantwriting Involves

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- An Idea,
- Managing, &
- Planning



# Identify the Proposal Team

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- ❑ 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

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



# Look at the RFP

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- ❑ 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

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## 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

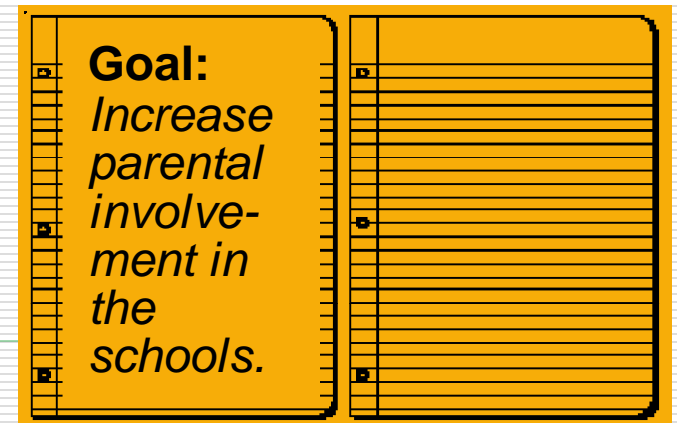
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- ❑ Is a precise statement of the problem you are addressing and the need for its solution.
  - ❑ Directly relates to the District's priorities as well as the priorities of the funder.
  - ❑ Doesn't try to solve all the world's ills in one fell swoop.
  - ❑ 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

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- 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

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- ❑ 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

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



# Adventures in Grantwriting

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# Documentation and Evaluation:

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- ❑ 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

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- ❑ 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

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- 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

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- ❑ 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

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



# Writing the Final Proposal

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



# Proposal Checklist

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- Review,
- Refine,
- Submit =

**A WINNER!**



# Sample Grant Timeline

<b>Activity</b>	<b>How Many 8 Hour Days</b>
<b>Write first draft of proposal</b>	8 – 10 days
<b>Editing and collaborating on proposal</b>	4 – 5 days
<b>Corrections, new research, etc</b>	2 – 5 days
<b>Second draft and editing</b>	2 – 5 days
<b>Proofreading and final collaboration</b>	1 – 2 days
<b>Final check of final proposal</b>	1 day
<b>Making copies and prepare for mailing</b>	1 day

# Where to look for issues, problems, and proposal ideas

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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 coding, STEAM or maker connection?
  - Is there a connection to the Common Core?
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# Some Sample Areas for Proposals

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- ❑ 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

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- Cover Letter (1-2 pp., single spaced)
- Title page
- Table of Contents
- Summary/Abstract (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



# What To Include In A Grant Proposal Package

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- Introduction/Proposal Narrative
- Problem or Needs Statement
- Goal(s) and Objectives
- Activities/Program Design
- Evaluation
- Dissemination Plan



# What To Include In a Grant Proposal Package

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- 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

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## □ Grants for School District Hotline

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

## □ Get Ed Funding

- <http://www.getedfunding.com/>

## □ The Independent Sector

- The estimated dollar value of volunteer time is \$24.14 per hour.  
<http://www.independentsector.org/resource/the-value-of-volunteer-time/>
- Latest figure from 2016 Bureau of Labor Statistics data, indexed by Independent Sector in April 2017

# Surf the Internet; It's a Great Grantwriting Resource

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- 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!



# Final Reminders!

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- ❑ Read the RFP – follow the directions EXACTLY!
- ❑ Ask questions – lots of them – don't be afraid to ask anyone anything!
- ❑ Document and save everything!





# Visit This Link for Grant Workbook and Web Sites

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[www.cpsb.org/Abshire](http://www.cpsb.org/Abshire)



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