Grant Writing

Presented By
Jennifer Fitzgerald

REAL School Gardens
jfitzgerald@realschoolgardens.org

A school garden can change the world.

REAL school gardens

GRANT PLANNING WORKSHEET	
IN ONE SENTENCE describe your project idea: Who? What? Where? When? How?	By Fall 2010, ABC Elementary School in XYZ ISD will create a school garden/outdoor classroom to engage students in hands-on learning across all subject areas, yet with a specific focus on science and the ultimate aim of providing better experiential learning opportunities for the students.
What are the potential impacts of your project?	The whole development of the child – both academically and personally Better interpersonal relationships developing amongst students Increased parental and community involvement at public schools
Why is this project important now? What current need would this project address?	In our community, the current situation is this: District science scores are at an all-time low and children are not provided with many opportunities to simply be outside and to connect with nature – to learn where their food comes from, to watch a butterfly flutter its wings and to breathe fresh air.
What do you hope your project will accomplish? What are your indicators of success?	The three to five key success indicators for our project or effort are: 1. Increase TEKS science scores 2. Engage children experientially so they want to learn. 3. Foster a sense of responsibility so the garden is their special place. 4. Create at least 3 significant partnerships with the community. 5. Involve parents at school through garden work days.

What will be the necessary next steps in order to make your grant project successful? What will you do to fulfill the grant?	1. Teach TEKS-based science lessons outdoors and track test scores. 2. Allow children to have reflective time to use a nature journal. 3. Share the work with students and talk about what the garden means to them personally and to the school. 4. Invite the community groups to volunteer in the garden. 5. Organize parent work days on Saturdays and provide lunch. While they may not be necessary, these might be good next steps too: 1. Share outdoor education successes with your fellow teachers. 2. Seek the direct support of your principal and other faculty members. 3. Attend PD training to better learn outdoor inquiry-based methods and feel more comfortable bringing children outdoors. 4. Celebrate successes with students in the garden.
What resources will be required to accomplish these steps? *(People, equipment, training, materials, supplies, services, etc.)*	An open mind and out-of-the-box thinking Nature journals for children Lines of communication with community groups and parents Professional Development opportunities
Approximate total cost:	$5,000 for garden materials, food to feed the community on work days, invitation flyers and professional development training – plus lots of hours of manpower working in the garden and with your community/parent groups.
Who else could partner with you to address the need that this grant would fill? How can these people/groups contribute to the grant's impact?	Local churches Community groups, like neighborhood associations School clubs After school programs, including girl scouts and boy scouts
How will you know if your project is successful?	Comparing pre- and post-TEKS science scores Reviewing student nature journals Assessing student's engagement in the garden (how often do they want to learn outside, what do they say about their garden – qualitative) Looking at the log of volunteer hours
Prepared by:	**Date:**

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What are the potential impacts of your project?	
Why is this project important now? What current need would this project address?	
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What resources will be required to accomplish these steps? *(People, equipment, training, materials, supplies, services, etc.)*	
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Who else could partner with you to address the need that this grant would fill? How can these people/groups contribute to the grant's impact?	
How will you know if your project is successful?	

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GRANT WRITING

Tips for Writing a Proposal
(These tips have been modified, but are based upon Houghton Mifflin Company's excellent suggestions.)

1. **Read the instructions.**
    It may sound elementary, but this is one of the primary reasons why many grants are not successful. People just don't follow the directions. Make a checklist, and check it twice!

2. **Create a timeline.**
    Working backwards from a deadline, create a list of all the important tasks to complete, when they need to be done and who will do them. Remember, that grant writing is not just writing, but also planning and gathering research and data to support your project.

3. **Don't rush!**
    Planning takes time and careful consideration. Your proposal will benefit from both.

4. **Market yourself.**
    Sell don't tell. As you write the proposal, share your enthusiasm for your project. Remember, if you don't think your project is the best one out there, then the funder may not either.

5. **Demonstrate sound management skills.**
    Outline the "who, what and when" of how the project will be managed. Mention names, positions and credentials along with dates and times.

6. **Know your budget.**
    Try to anticipate all expenses (personnel, materials, shipping and handling, travel, etc.), and be realistic. Also, be sure that your request is within the guidelines of the funding source. The budget can actually make or break your chances for funding.

7. **Embrace a cooperative spirit.**
    Whenever possible, think and plan with cooperation in mind. Grantors appreciate projects that work with community partners and other potential funding sources. It's about being resourceful. You don't have to do it all yourself!

8. **Prove it!**
   Make a strong argument for your project and back it up with specific research, whenever possible. Database of U.S. Department of Education Publications in ERIC (http://www.ed.gov/pubs/pubdb.html) is a wonderful resource to support your writing.

9. **Brevity is the soul of wit.**
   Be brief and to the point in your writing. When there's too much extraneous information in a proposal, the substance can be easily lost in fluffy prose.

10. **Be creative and courageous!**
    It takes courage and creativity to lead a classroom of dozens of students on their education journeys day after day. Don't be shy in sharing your creativity and courage through your proposal. By doing so, you may have a more unique way to convey the impact your efforts have upon your students.

Grant Writing Support

Foundation Center

This is an extensive, free on-line "short course" that outlines more than you will need to know about grant writing. It is written for non-profit development offices, so please consider that it is comprehensive as you read it.
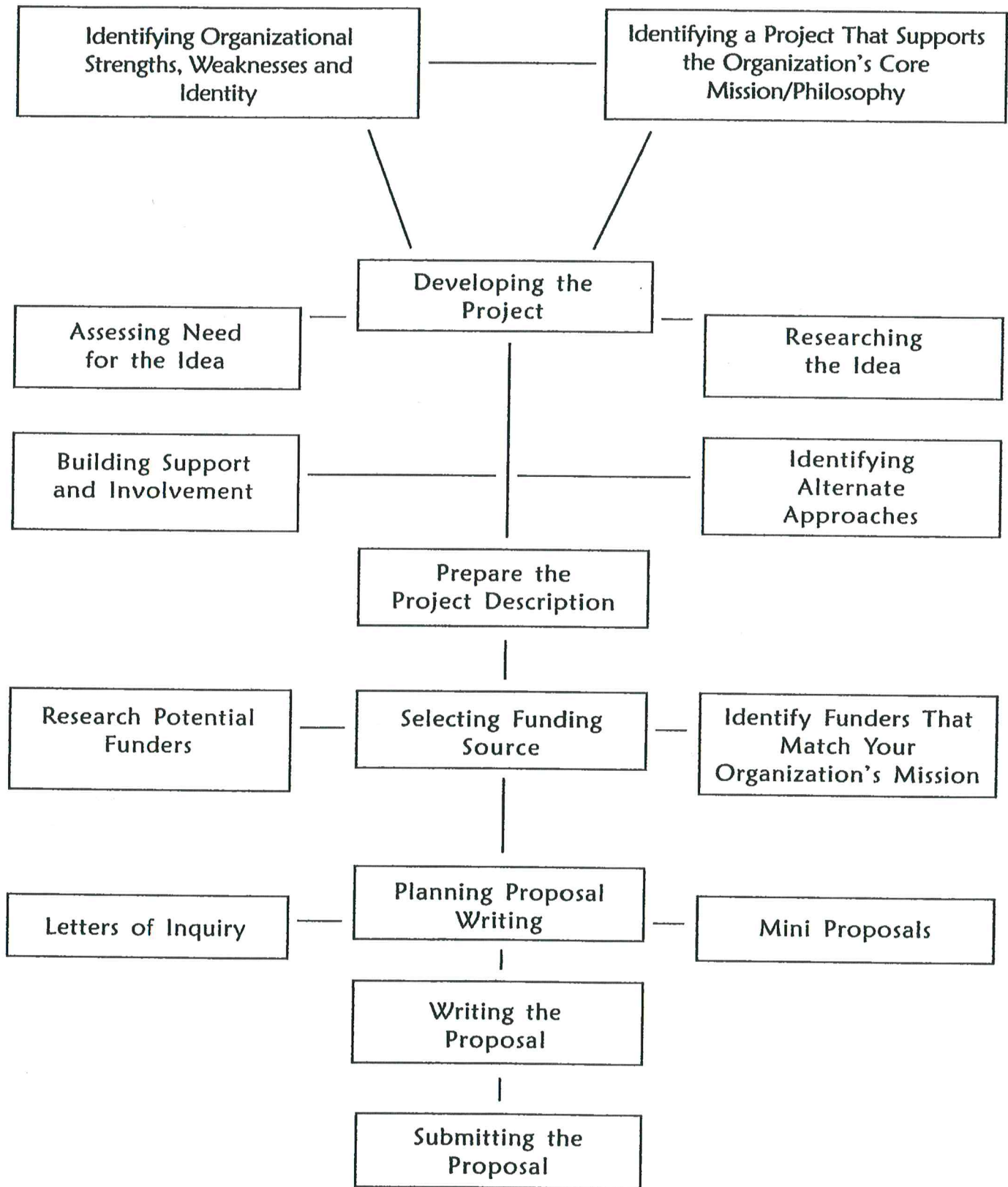
http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html

Help with Grant Writing, provided by Houghton Mifflin Harcourt Publishing Company

This site is hosted by the education publishing company and includes grant writing links, grant writing guides, a "grantionary" which defines various terms and anachronism, tips for writing a successful proposal and online links for grant writing courses.

http://www.eduplace.com/grants/help/

MODEL FOR PROPOSAL DEVELOPMENT

| Identifying Organizational Strengths, Weaknesses and Identity | Identifying a Project That Supports the Organization's Core Mission/Philosophy |

Developing the Project

| Assessing Need for the Idea | | Researching the Idea |

| Building Support and Involvement | | Identifying Alternate Approaches |

Prepare the Project Description

| Research Potential Funders | Selecting Funding Source | Identify Funders That Match Your Organization's Mission |

| Letters of Inquiry | Planning Proposal Writing | Mini Proposals |

Writing the Proposal

Submitting the Proposal

** Adapted from *Getting Funded: A Complete Guide to Proposal Writing* by Mary Hall

DonorsChoose.org
Teachers ask. You choose. Students learn.

About DonorsChoose.org

DonorsChoose.org is a nonprofit organization that connects public school teachers in need of classroom materials and experiences with individual donors who want to help. At DonorsChoose.org, public school teachers submit project requests for the specific materials their students need to learn. Donors from across the country browse the website and fund the projects they find most compelling.

Project Support for Public School Teachers

All full-time, front-line educators at public schools (**teachers, librarians, guidance counselors, and school nurses**) who spend at least 75% of their time working with students are eligible to request materials at DonorsChoose.org. At this time, administrators, staff developers, and teachers' aides cannot request materials at DonorsChoose.org.

How It Works

1 Teachers register at www.DonorsChoose.org/teacher and submit project requests for the resources they need to bring classroom projects to life.

2 Projects are posted to DonorsChoose.org, and individuals donate to the projects they find most compelling. When a project is fully funded, DonorsChoose.org ships the resources directly to the teacher's classroom.

3 Teachers and students use their materials and, as thanks, provide letters, student notes, and pictures to DonorsChoose.org. DonorsChoose.org forwards these "thank you packages" to the projects' donors so that they can see the impact of their gifts.

Sample Project Requests

- Great Greenhouses - Two portable greenhouses to teach kindergarten students about the plant life cycle ($150)

- A Cozy Reading Center - A portable book bench for use in mini-lessons, writer's workshops, and for storing individual reading books ($175)

- Math Mania in a Box – Math manipulatives to teach students place value, basic geometry, and probability ($315)

For teacher testimonials or to begin requesting resources, please visit
www.DonorsChoose.org/teacher today!