



EDUCATION FOUNDATION  
*Inspire · Empower · Strengthen*

# Hints for writing grant proposals

## 1. Describe the grant

Includes the need it addresses and how it will be implemented.

## 2. Creativity and motivation

Why is this innovative?  
How will students be motivated?

## 3. What are your goals?

Limit your goals to three and share your expected outcomes.

## 4. Explain evaluation criteria

Relate to stated goals.  
How will you know if project is successful?

## 5. State specific methods and activities.

Include timeline.  
How will students learn?



*Be creative & innovative*



*Stay away from consumables, field trips, and one-time use items for teaching grants. Field trips are fine for micro grants or club grants.*



*Limit the use of "teacher lingo" so that non-educator evaluators understand your objectives.*

## Budget Sheet Tips



It is best to use approved vendors. If the vendor for your purchases is not on the DISD list, it is possible to get it approved.



It is great to get quotes, but make sure they are good through the end of the grant cycle so your pricing will not change.



Be sure to include shipping costs if applicable.



If your grant includes technology and/or facilities, make sure you get a quote and approval from the Technology or Facilities Departments and include approval forms with your grant application.



Amount requested must match the amount on your budget sheet.