Writing a Winning Grant
2018 – 2019
Where Do I Start?
The Prospectus

- How will the grant be innovative?
- What are you trying to do?
- What is the purpose?
- What do you want to accomplish?
- How are you going to do it?
- When do you want to do it?
- Who is going to do what?
- Who else is involved and how?
- What kind of resources? Costs?
FEF is looking for Innovative Ideas!

What is Innovative?

• New and Creative
  – Especially the way something is done
  – Something original
  – Solutions that meet new requirements
  – As defined by Merriam-Webster’s Learning Dictionary
    – Introducing or using new ideas or methods
    – Having new ideas about how something can be done

Think in terms of:

• Groundbreaking
• Pioneering
• Novel
• Modern
• State of the Art
  – But not added technology equipment
• Outside the box
Some Examples of Items **NOT** Funded

- **Computer Hardware** not pre-approved by district technology department
- **Computer Software** not pre-approved by district technology department
- **Items that would need to be affixed** to classroom or campus or any other district property such as projectors, whiteboards, landscape, etc.
- **Projects that are not in alignment** with District Strategic Plan/ Curriculum (see your area instructional director with questions)
- **Projects not approved** by principal or supervisor
- iPad or Chromebooks
- **Classroom sets of Equipment or Materials** already provided to the campus by the district to be shared
- **Equipment/Technology** that will be given to student(s) to keep or take home vs. remaining on the campus. Ex: Calculators, iPads, iPods, etc.
- Travel
- Payroll
- **Individual Staff Development, Conferences and Workshops**
- Gift Cards
- **Anything that requires a personal user account** – iTunes, Amazon account, etc.

This is not a complete list of items not funded but rather some examples. Please contact FEF with any questions prior to submitting your grant.
Characteristics of Successful Grant Writers

- Read through the grant application and gather thoughts prior to beginning the application
- Write application outside of browser first, then copy into online grant application
- Be creative and innovative
- Take yourself through the different roles if you are writing on your own
- Writing with a team or several co-applicants? Divide up the roles
- Use the strength of the group
- Ask for help from colleagues
- Seek out colleagues who have been a recipient of an FEF Grants for Great Ideas! grant
- Focus on the project not the materials
Writing Tips

- Avoid acronyms
- Check your spelling and grammar before submitting
- Be brief, but concise
- Be positive and compelling in telling your story
- Keep the impact on the students at the forefront of why you are writing the grant
- Avoid unsupported assumptions
- Follow the FEF grant guidelines
## Tips on Writing a Successful Grant

| Ask someone to read your proposal | • Ask a Non-Educator to review  
|                                  | • Is it clear and persuasive?  
|                                  | • Did you paint a picture for the reader?  
|                                  | • Did you state your method and objective?  
|                                  | • Are all acronyms defined?  
| Tie your proposal to instruction and impact on students | • Align with District Strategic Plan and curriculum  
| Proof you own work | • Don’t rely on spell check  
| Do not use the school name in the narrative part of your grant | • Grant applications are reviewed and scored through a blind application process |
Develop a Timeline

• Use a backward design from the due date:
  • Rough out the application
  • Talk with your principal or supervisor
  • Familiarize yourself with FISD approved vendor list
  • Begin getting budget prices together and start gathering quotes
  • Talk with others who are involved
  • Talk with the tech specialists if grant relates in any way to technology
  • Finalize the application
  • Get it reviewed
  • Submit the completed grant on-time
  • Do not wait until the last minute
Overcoming Obstacles

- Show how it fits into district’s strategic plan
- Relate to campus goals
- Put objectives in simple terms
- Don’t just use numbers
- Focus on the project not the materials
- Time Schedules (Don’t be a 3:59er!)
- Idea must be new, innovative and creative
- It must not be something currently done on your campus unless taking to the next level or step
- This needs to truly be a new way of accomplishing a goal that enhances student learning
- Talk with your colleagues who have written grants in the past

- Keep it Acronym Free and Jargon Free
- Grant reviewers are non-educator volunteers so watch the use of acronyms
Overcoming Obstacles – Continued

• Evaluation of the objectives must be measurable:
  – Surveys, teacher feedback
  – Student and parent responses
  – Test scores
  – Increase in academic performance
  – Increase in attendance rate
  – Capturing student attention
  – Love of learning through the deliverables of your grant and other statistics
Final Hurdles

- Complete the budget page
  - Everything you plan to purchase with grant funds must be included in your budget and purchased through an FISD approved vendor
  - Do not forget to include the name of the vendor you received your quote from along with item number
  - Attach quote to grant application
  - In writing show how you have requested discounts or other sources to help the grant
- Make sure form is complete and you have principal or supervisor approval
- Hit the SUBMIT Button!
  - Late applications will not be accepted
  - No Exceptions!
Budget Tips

• **REMINDER – YOU MUST USE FISD APPROVED VENDORS!**
• Do your homework
• Get accurate prices
• Do not use catalog prices
• Check FISD approved vendor prices
• Ask for discounts for large orders
• Negotiate for a better deal
• **Get quote in writing**
  • Ask how long they will honor the quote and if at all possible if they could honor through March 2019
  • Attach quote to grant application
• **Do not forget shipping costs**
• Tax Exempt
• Be specific on budget forms
• Funding will only be provided for items listed on application
• Keep a record of the following
  • Vendor Name
  • Item Number
  • Description
  • Price
  • Quote
Key Things to Remember

- Don’t build your application around purchasing something for your classroom, campus or department
- Build it around the need – problem – idea – goal and the best innovative and creative way to address it
- **Deadline Friday, September 14, 2018 at 4pm – No Exceptions!**
- We work as the liaisons between you, the applicant and the FEF Grant Committee
- Please run ideas past us, and we can let you know if FEF has already awarded a similar grant application in previous years
Why Proposals Get Funded

• Proposal is innovative
• Proposal meets an important need
• Proposal targets a population that may be under served
• Proposals brings something new and creative to the learning environment
• Proposal impacts significant number of students
• Proposal will inspire and educate the students
• Exciting and engaging to the reviewer
• Method, objective, and measurable outcome is clearly stated
Grant Review Committee

- FEF Board of Directors
- FEF Committee Members from the Community
- Curriculum Staff
- Technology Staff
- Special Education Staff
- Fine Arts Staff
- Department Heads and Coordinators
Accountability for Grant Recipients

• Spend your grant funding
• Summary report to FEF on outcome of grant
  • Pictures/Video Clips
  • Feedback from parents and/or students
• Report at FEF Board Meeting

Helpful Sources

• Talk with other grant winners
• Talk with each other
• Talk with FEF
• Talk with your principal
• Google grant writing sites
• Email Terri West at westte@friscoisd.org
Dear FEF,

I received a grant from the Frisco Educational Foundation for a Lego Mindstorm Robot. My students at Robertson learned about following directions, problem solving, and working together to build and program a robot. They had so much fun using Legos to build and then using I Pads and Chrome books to learn how to program their robot to go forward, backward, turn circles and other commands, such as sounds and project things on the robot display. Without the grant from Frisco Educational Foundation, my students would not have the opportunity to dip their toes into robotics. My students found building and programming was exciting and educational at the same time. With the world using so much technology, this was also an opportunity for students to learn more about technology and how it is used in real-life, like lunar rovers.

I will be writing another grant to request more Lego EV3 Robots, as it was challenging building only one robot with more than 3 students. I needed to dream bigger this past year when writing my grant. For maximum hands on experience, three students is the recommended number working on a robot. My 4th and 5th grade classes have more students and I would like to continue to build on the interest that was started this year. Please see a few attached pictures I took as my students were building the robot.

Thank you again to the FEF for affording me this grant and to begin sparking interest in Robotics in the elementary schools.

Cindy Stubbs
GT teacher Boals and Robertson Elementary Schools
Example of Past Innovative Grants

GEMS Club Gets Elliott Elementary Girls Excited about STEM

Girls at Elliott Elementary like math and science. Elliott Elementary is using funds from the Frisco Education Foundation Grants for Great Ideas program to put the tools often thought of as just for boys – legos, KEVA planks and batteries - into the hands of the members of the GEMS club – Girls Excelling in Math and Science.

Constructing catapults, coding, excavating, tinkering, are just a few activities you might see if you peek into the Elliott Science Lab on a Thursday afternoon when GEMS meets. The club was formed this year by first grade teacher Katina Meazell and librarian Megan Tumulty. The teachers received a grant for almost $2,000 from the Frisco Education Foundation to help get the club going in its inaugural year. The grant has been used to purchase Lego kits, KEVA planks, batteries and other materials that will be used at GEMS Club meetings for years to come.

Girl power is working and bringing feminine creativity to the forefront. The girls participating in GEMS club recently used KEVA planks to complete a Valentine’s inspired task: Build a slide that can deliver a Valentine’s message from the prince to the princess. The club has had overwhelming success thanks to the support of school administrators, families, and the parent volunteers that assist at the GEMS club meetings. Club sponsors Katina Meazell and Megan Tumulty look forward to many years of STEM fun and learning with GEMS Club.

“We started this club for Elliott third and fourth grade girls to spark creativity, curiosity, and confidence in the STEM fields,” said Meazell and Tumulty. GEMS is a national organization that was created in 1994 to inspire girls to be more involved in math and science. To find out more, visit www.gemsclub.org.
You are ready to begin!

To access the Frisco Education Foundation Grant Application on July 30, 2018 at 10am click link below:

https://fef.eformsolutions.com/fef/grants
Questions?

Contact:
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