



Writing a Winning Grant

2022 – 2023

Where Do I Start?



The Prospectus

- Will the grant idea be new & creative supporting Future Ready Learning?
- 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 New, Creative Ideas Supporting Future Ready Learning!

What is Innovative?

- New and Creative
 - Especially the way something is done
 - Something original
 - Solutions that meet new requirements
 - Enhances the educational experience
 - Inspires students to learn
 - 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
- How to motivate students and activate their eagerness to be life-long learners

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 original
- 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

- ❑ Acronyms – Avoid using them
- ❑ 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
- How will this grant motivate students to become lifelong learners?

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*
 - *Have application reviewed by supervisor or colleagues*
 - *Submit the completed grant application 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
- Keep it Acronym Free and Jargon Free
- Grant reviewers are non-educator volunteers so watch the use of acronyms
- Focus on the project not the materials
- Time Schedules (Don't be a 3:59er!)
- Idea must be new 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

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 FSD approved vendor – Don't forget shipping charges**
 - 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 2023
 - Attach quote to grant application
- **Remember to add shipping costs**
- Tax Exempt
- Be specific on budget forms
- Funding will only be provided for items listed on grant 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 creative way to address it
- ❑ **Deadline Friday, September 9, 2022 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 original and creative*
- *Proposal meets an important need*
- *Proposal targets a population that may be under served*
- *Proposals brings something new and exciting to the learning environment*
- *Proposal impacts significant number of students*
- *Proposal will inspire and educate the students*
- *Proposal shows innovative approaches to accomplish grant objectives*
- *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*



You are ready to begin!

To access the Frisco Education Foundation Grant Application on May 6, 2022 at 10am click link below:

[FEF 2022-2023 Grant Application](#)

Questions?



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