

Grant Writing for Teachers
Securing Administration Approval

Teachers must obtain permission from the principal **prior to submitting** any grant application. Set up a meeting with the principal to discuss the grant proposal. Be prepared to provide the principal with the following information.

****It is unethical to submit the same grant proposal to more than one potential funder****

1. Proposed funding source: _____
2. Deadline for submitting the grant: _____
3. Does the grant have specific requirements for administration? If yes, please list requirements below.
 - a. _____
 - b. _____
 - c. _____
4. Does the grant require letters of support? List individuals from whom you will seek letters of support:
 - a. _____
 - b. _____
 - c. _____
5. If a letter of support is needed, prepare a letter of support template or draft for each individual. *See Letter of Support (LOS) template tool.*
6. Describe the specific need or issue the funds from the grant will help address. Give a brief description of the overall proposed project. If the grant requires a hypothesis, include it in the description.

7. Cite research articles that support the proposed project.
 - a. _____
 - b. _____
 - c. _____
8. If the funds will be used to directly support academic success, identify the applicable TEKS (Texas) or applicable standards. Indicate why these standards need to be addressed (historically low performing, support vertical alignment, etc.)

9.

9. Describe how the grant will benefit the students or school.

10. If applicable, describe how this grant will benefit the community.

11. Describe how the proposed project supports school or district initiatives or mission.

12. Describe how you will assess the grant funded project's success. Some grants require annual progress reports. Will you use a pretest/posttest, attendance records, survey, etc.? Any survey must be preapproved by the principal and perhaps district. Parents will need to be notified of any survey administered to their student.

13. Estimated budget for the project. Be specific: item price and quantity. Is the vendor approved by the district? If not, determine steps needed for a vendor to be district approved. *For budget assistance, see Budget sheet.*

14. Identify the personnel and/or departments that will be involved with the grant funded project. Identify how they will be involved: lead, co-lead, participate in activity, funder follow-up, etc.

- a. _____
- b. _____
- c. _____

15. Describe the anticipated outcomes of the project.

16. In the event you leave the campus prior to or during the project, identify the individual(s) who will continue to oversee and implement the project. The funds and/or items purchased with grant dollars belong to the school/department, not the teacher.

- a. _____
- b. _____
- c. _____