

Grant Writing
Defining and Supporting the Need – Short Form

1. What is the problem, issue, or need the grant will address?

2. How do you know it is a problem, issue, or need?

a. What evidence indicates there is a problem, issue, or need? Is there support data (qualitative or quantitative) such as standardized test results?

b. Does the “need” or “problem” address a campus initiative, priority, or goals? If so, how? Why is it a campus initiative or priority? There must be some evidence that directed the school to make the “need” or “problem” an initiative or priority. Consult department chair and/or administration.

3. What would be the aim(s)? An aim is a hypothesis that identifies the intervention and the anticipated outcome.

Example Aim: Engaging high school students in activities with temperature and pH probes will (1) assist students in differentiating types of chemical reactions as they (2) analyze and evaluate empirical evidence.

a. Aim 1:

b. Aim 2:

4. What are the objectives? An objective is a specific action that will be taken to help reach the desired outcome.

a. Objective 1: _____

b. Objective 2: _____

5. Who are you trying to help? What is your target audience? Who will participate or who will be impacted?

a. Describe your target audience: students, parents, and/or teachers?

b. What are the demographics of your target audience?

6. Develop a budget. Ask yourself “what will need to be purchased to accomplish the objectives and goals?” For modest grants, less than \$10,000, stick to the essential materials. Every item in a budget, no matter the award amount, must be justifiable. Funders must know that you will be a trustworthy steward of their funding. Most districts require you to use **approved vendors**.

Item Description	Number of Units	Cost per Unit	Total Cost

7. Meet with the Administration Checklist:

	1	Identify and discuss the need/problem
	2	Evidence/data
	3	Goals and objectives
	4	Targeted students
	5	Budget
	6	Necessary school or district requirements/approvals
	7	Other

***Follow up your meeting with the Principal with an email that reviews the discussion! If you need to secure approval or guidance from other school or district personnel, keep a record of all emails and follow up every phone call or verbal discussion with a thank you email that summarizes the conversation.*