



LOGAN  
COUNTY  
EDUCATION  
FOUNDATION

### GRANT WRITING WORKSHEET

Some of us are overwhelmed by the idea of writing a grant. There are usually short deadlines for submittal, classroom responsibilities that come first, no ideas, and the uncertainty of the process. This worksheet can help. By completing it, you think through your grant idea ahead of time and are ready when the opportunity arises. There is NO deadline! This form can be filled out at your convenience. Once completed, you can save it and refer to it when ANY grant opportunity arises. Duplicate this sheet as often as you need.

Below is a series of statements and questions for you to complete. It has been developed and reviewed by successful grant writers to help you through the items to consider so you can write a grant that will be funded.

List three ideas or classroom activities that you would like to implement with your students that requires additional funds. Ideas may include, but not be limited to, activities that engage the student, bringing a speaker to the classroom, classroom demonstrations, or students producing something that shows their mastery of a concept



1.

2.

3.

Select one of those ideas and list any other staff member(s) (if any) needed to help implement your idea.

List your idea's main objective.

How would your idea align with curriculum standards?

If your idea meets a special need, what is it?

Describe the activities, and timeline that would be used to complete your idea.

What do you envision as an outcome of your idea?

How would you evaluate what the students gained from your idea?

List the items you would need to implement your idea.

Put a \* next to the items on the above list you already have access to at no charge.

Go back to your list and find a catalog(s) that sell(s) the remaining items. Next to those items, list the vendor, item number, and price.

List staff members in your building who have already received a grant for one of their ideas. List their tips for writing a successful grant.

Have a trusted colleague review your worksheet and give you feedback.

**SAVE THIS ON YOUR HARDDRIVE, IN A GRANT FOLDER, OR SOME PLACE YOU CAN EASILY ACCESS FOR THE NEXT TIME A GRANT OPPORTUNITY IS PRESENTED.**



For information about the Logan County Education Foundation Teacher Grant program, contact:

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