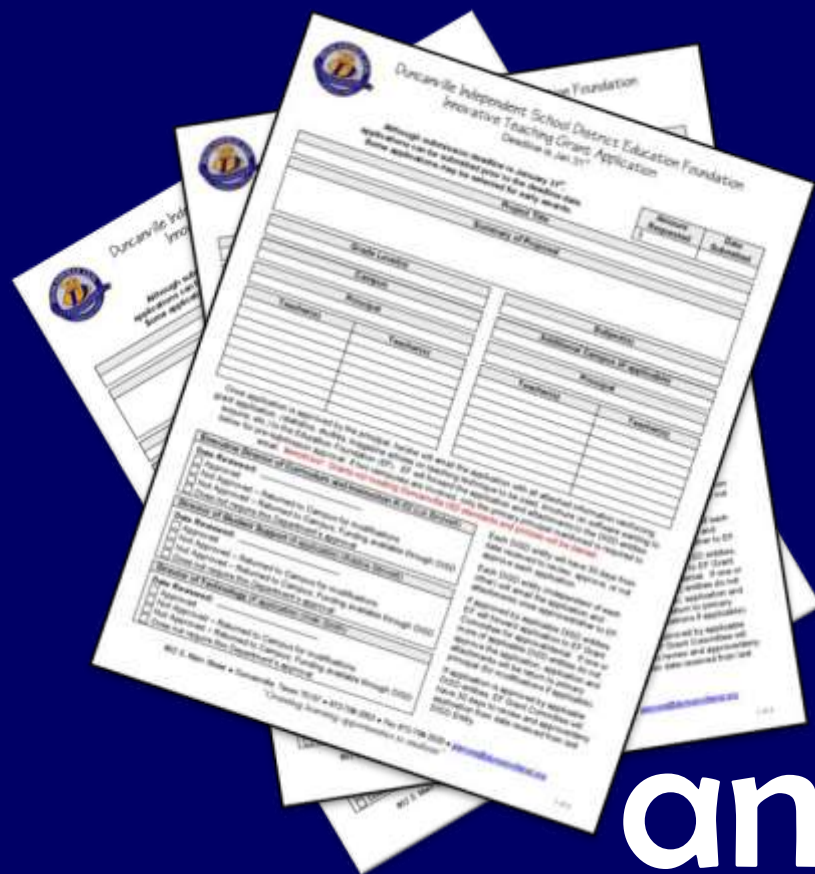




# Grant Writing



As easy as  
Filling in  
the Blanks  
and Emailing!

Presented by The DISD Education Foundation



# Mission Statement

The Duncanville ISD Education Foundation will generate and distribute resources to the Duncanville ISD for programs and projects that enhance the quality of education and provide students with the opportunities to become contributing citizens in our democratic society and in our increasingly complex world.





# Application Deadline



Although the submission deadline is March 31<sup>st</sup> , applications can be submitted at any time during the year. Some may be selected for early awards but grants are typically awarded for the coming school year.

Grants must focus on the students.



# What is an education grant?

- Grants are not charity; grants are an investment in a possible solution to a defined problem.
- Education grants fund project-based learning that results in increased student achievement.
- Grants are a contract between the grant making organization and the grant recipient.

**Grants must focus on the students.**



# Why do you want to write a grant?



- **MONEY!**
- Positive impact on the students involved.
- Build on existing success.

Grants are a supplement not supplant.





# Criteria for Grant

**Two situations involved**

**The  
actual  
situation that  
would receive  
the grant money**

**The ideal  
situation  
that the grant  
making body  
has constructed**

**Both situations need to match.**



# The Application Process

- Determine how an Education Foundation Grant will assist you to continue implementing Innovation in your classroom(s) or campus(es).
- Please type the Grant Application.

The image shows three overlapping copies of the 'Duncanville Independent School District Education Foundation Innovative Teaching Grant Application' form. The forms are white with blue and gold accents, featuring the foundation's logo and various sections for project details, budget, and evaluation. The forms are slightly tilted and layered, creating a sense of depth.



# The Application Process



Once the application is approved by the principal, he/she is asked to email it with all supporting information, (statistics, studies, magazine articles on teaching technique to be used, brochure on software wanting to acquire, price quotes, etc.) to the Education Foundation.





# The Application Process

If two campuses are involved, only the first principal listed is required to email the application.



**IMPORTANT:** Grants not meeting Duncanville ISD standards and policies will be denied.



# The Application Process

- The Education Foundation will forward the application and attachments to the Foundations grant committee for approval.
- The Foundation grant committee reviews applications in April (after the March 31 deadline) and makes it recommendations to the Board of Directors of the Education Foundation.



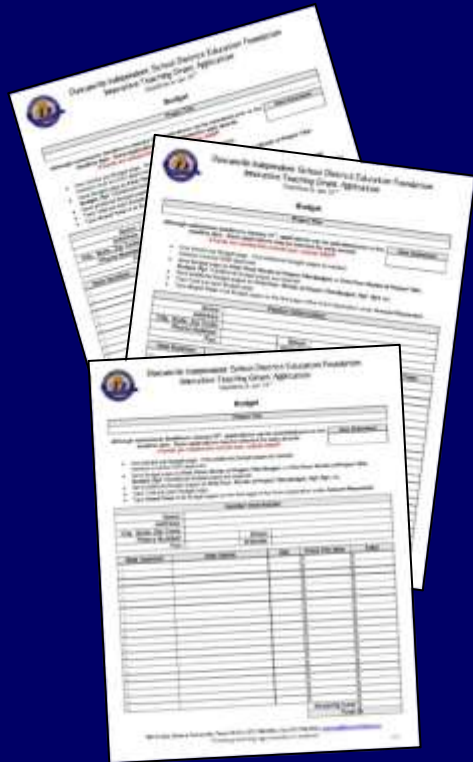


# Saving the Application, Budget and Additional Documents

- Save the Grant Application and Budget documents to your hard drive, i.e. desktop or personal folder, for easy access and modifications.
- Save the Grant Application as First Four Words of the Project Title-MMDDYYYY, ex: Skating to the Moon-09012010.



# Saving the Application, Budget and Additional Documents



- Save the Budget page as First Four Words of the Project Title-Budget, or First Four Words of the Project Title-Budget1 if additional Budget pages are required, ex: Skating to the Moon-Budget or Skating to the Moon-Budget1, Skating to the Moon-Budget2, Skating to the Moon-Budget3, etc.





# Saving the Application, Budget and Additional Documents

- Save Attachments as First Four Words of the Project Title-A1, First Four Words of the Project Title-A2, ex: Skating to the Moon-A1, Skating to the Moon-A2, Skating to the Moon-A3, etc.





# The Application Form



- Complete every section.
- Limit word content to space provided within each section.
- Scan and attach all supporting information (statistics, studies, magazine articles on teaching technique to be used, brochure on software wanting to acquire, price quotes, etc.).

Missing information may delay approval.



# The Application Form – All Pages



**All pages  
must include:  
Project Title  
and  
Date Submitted**

**Missing information may delay approval.**



# The Application Form – Front Page



- Amount Requested
- Date Submitted
- Project Title
- Summary of Proposal
- Campus information
  - Grade Level(s)
  - Subject(s)
  - School(s) Name(s)
  - Principal(s) Name(s)
- Teachers Involved in Project

Missing information may delay approval.





# The Application Form

## – Project Details (Page 2)

### Number of Students/Partners

#### #1. Statement of Need

Describe targeted student population and need for the project using facts and evidence.

#### #2. Project Goal

State planned outcome of the project.

Missing information may delay approval.





# The Application Form – Project Details (Page 2)

## #3. Rationale

- a. Why project is important.
- b. How project relates to the District's academic program and objectives.

Missing information may delay approval.





# The Application Form – Project Details (Page 2)

## #4. Objectives

- a. Proposed learning students will gain.
- b. Specific changes applicant intends to achieve in targeted population.
- c. How objectives will be measured and how they relate to instructional methods. Goal should be realized when objectives are attained.

Missing information may delay approval.



# The Application Form

## – Project Details (Page 3)

### #5. Instructional Methods/Strategies

Describe how the applicant proposes students will learn. Outline steps applicant will take to achieve specific changes in targeted population.

### #6. Student Activities

Describe and/or list student activities.

Missing information may delay approval.





# The Application Form – Project Details (Page 3)

## #7. Evaluation

Describe plan for objective measurement of results.

Evaluation must include a baseline measurement, a mid-point measurement, and a measurement of final outcome.

Missing information may delay approval.





# The Application Form

## – Project Details (Page 3)



### #8. Timeline/Sustainability

State proposed timeline of project and if project or use of materials will be ongoing.

Preference will be given to projects which can be replicated by other teachers.

Missing information may delay approval.



# The Application Form – Project Details (Page 3)

## #9. Overall Presentation

- a. Professional
- b. Grammatically correct
- c. Adhere to application format and requirements.

Missing information may delay approval.

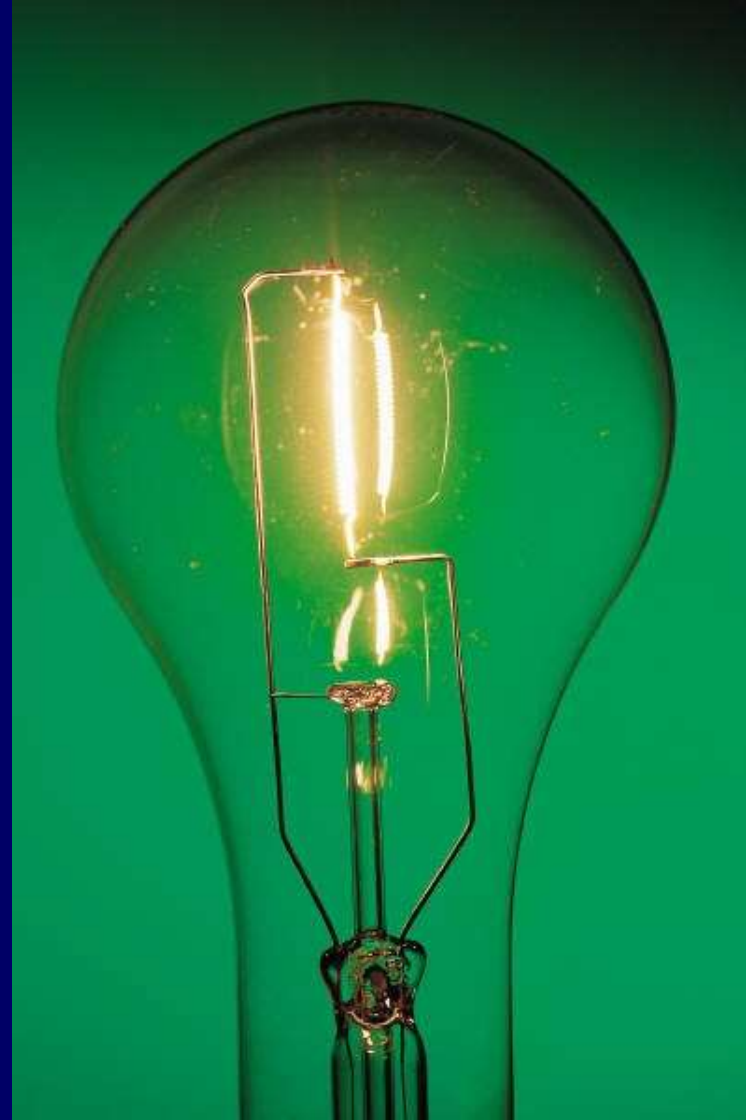


# The Application Form – Project Details (Page 3)

## #10. Innovation

- a. Be innovative
- b. Demonstrate a new idea
- c. Represent a creative teaching approach, or
- d. Be an effective method of delivering instruction to a diverse group of students which will result in increased student achievement

Missing information may delay approval.





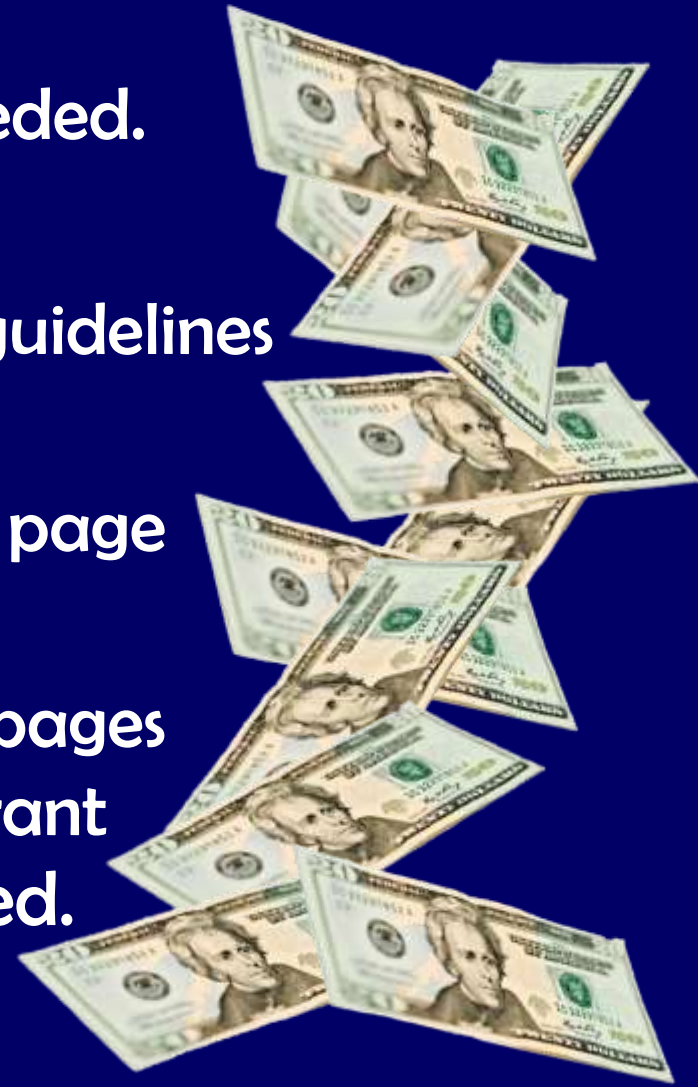


# The Budget Form

## – Budget Page (Vendor Information)

- One Vendor per Budget page.  
Add additional Budget pages as needed.
- Vendors must be DISD approved.
- Save Budget according to “saving” guidelines (Slide 14).
- Type the total cost per each Budget page in its corresponding cell.
- Type the Grand Total of all Budget pages combined on the first page of the Grant Application under Amount Requested.

Missing information may delay approval.





# Still Got Questions?

Contact the DISD Education Foundation:

Phone: 972-533-3848

Email: [jim@duncanvilleisdeducationfoundation.org](mailto:jim@duncanvilleisdeducationfoundation.org)

Or visit the Education Foundation Website:

[www.duncanvilleisdeducationfoundation.org](http://www.duncanvilleisdeducationfoundation.org)

Missing information may delay approval.



# Submission Check List

- ✓ Filled-out and saved Grant Application
- ✓ Filled-out and saved Budget Form(s)
- ✓ Scanned all supporting documents
- ✓ Emailed (1) Grant Application, (2) Budget Form(s), and (3) Scanned supporting documents to the Principal
- ✓ Wait Patiently to hear the good news



Missing information may delay approval.