



# 2020 Duncanville ISD Education Foundation Teacher Grant Writing Tips

## **General Instructions**

All grant applications must be submitted online at the grant website. Emailed documents or paper documents will not be accepted. Incomplete or late submissions will not be considered.

You may log in to the submission website at any time and work on your application after you have created a username and password and answered a few questions to establish your profile in the system. Throughout the application process, you can log in, work on your application, and save and exit without fear of submitting your application before it is complete. In other words, all sections do not need to be complete for you to work on your application.

If your proposal is for a team of teachers, designate one person as the lead, and that person will do the initial log in for the whole team. There is a place to enter the information about the rest of the team members and their email addresses and roles.

**(SECRET TIP:** In order to advance to the next section of the application, you must type something in every blank on that page. If you decide you need to advance to the next section, type one or two words in each blank in order to move on. Be sure to go back and enter the correct information before you submit.)

The video component is new this year. It is an informal video, no longer than two (2) minutes of you (as the lead teacher) explaining the purpose and intent of your grant proposal.

You must have your principal's approval in order to complete the grant. You will download a Principal Approval Form inside your online application, have it signed, and upload the signed form.

You must also have at least one Budget Form for your proposal. Each vendor you will be using must have a separate Budget Form.

## **Suggestions for Great Applications**

Know your audience – Remember that many reviewers are not educators so acronyms, abbreviations, and "education language" will need to be defined and explained.

Spellcheck your document – It is a valid expectation of reviewers that educators will use correct spelling and grammar in their requests for funding.

Give detailed and clear explanations for the items you are requesting – Don't assume the reader will know what these educational tools are.

Be sure you answer each question clearly and give tangible, achievable goals.

Review – and then review again! Ask 2 or 3 others to read your application for clarity and content before you submit.

Be succinct but explain fully.

Save your work in a separate document so you can edit and tweak before entering the final version online. Once you hit "submit," you cannot make corrections.

**Thanks for what you do for our students every day – and best of luck!**