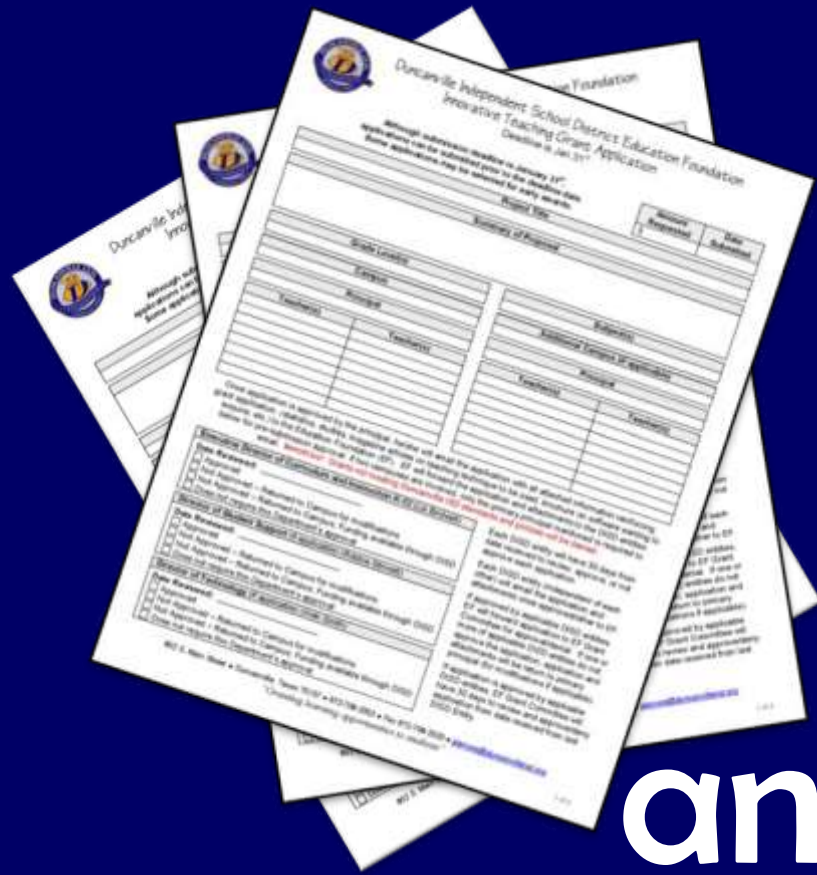




# Grant Writing



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

The Deadline for 2019  
is Friday, February 1st.

Your campus principal should provide the following completed documents by email to the following:

[director@duncanvilleisdeducationfoundation.org](mailto:director@duncanvilleisdeducationfoundation.org):

1. Completed application
2. Supporting documents as attachments
3. Budget form and supporting documentation

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.**

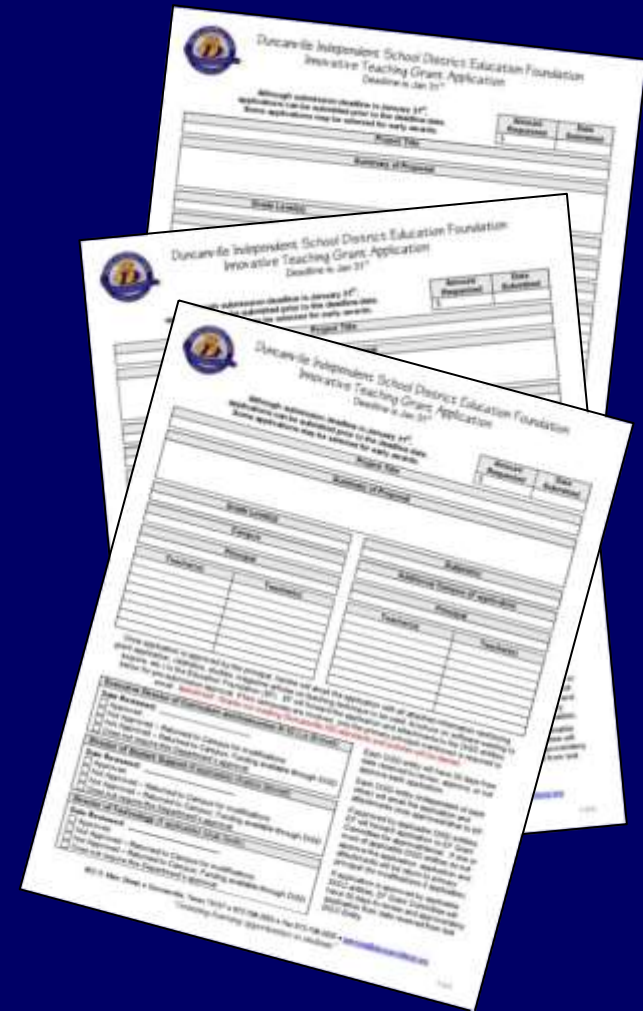
Grants are a *supplement* and are *not* to *supplant*.



# 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 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



**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 review.
- The Foundation grant committee reviews applications and makes its recommendations to the Board of Directors of the Education Foundation in the Spring.





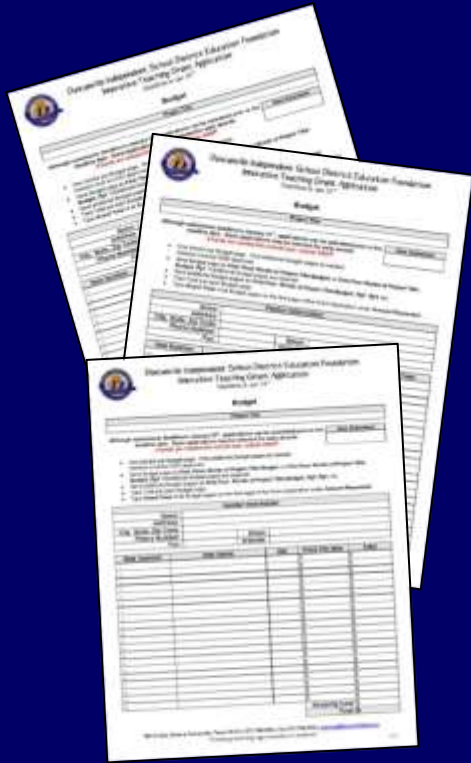
# Saving the Application, Budget and Additional Documents

- 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.

A document titled "Duncanville Independent School District Education Foundation Project Funding Grant Application" is shown at an angle. It contains various sections for project information, including a title, objectives, and a budget table.A document titled "Duncanville Independent School District Education Foundation Project Funding Grant Application Budget" is shown at an angle. It features a detailed budget table with columns for "Item", "Quantity", "Unit Price", and "Total". The table is partially filled with data.



# 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 the word content to space provided within each section, but in no event shall your completed application form exceed 4 pages.
- 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 or prevent review.*



# The Application Form – All Pages



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

*Missing information may delay or prevent review.*



# 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 or prevent review.*



# The Application Form – Project Details (Page 2)

## Community Partners/Resources

Identify any other resource or organization that is providing support or funding for your Project.

### #1. Statement of Need

Describe targeted student population and need for the project using facts and evidence. Identify the number of students involved.

### #2. Project Goal

State planned outcome of your Project.

*Missing information may delay or prevent review.*







# The Application Form – Project Details (Page 2)

## #3. Rationale

Explain why your Project is important and how it relates to the Campus Improvement Plan.

*Missing information may delay or prevent review.*





# The Application Form – Project Details (Page 2)

## #4. Objectives

Describe your objectives. Include the following:

- 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.

*Missing information may delay or prevent review.*



# The Application Form – Project Details (Page 3)

## #5. Instructional Methods/Strategies

Describe and outline the instructional methods used in your Project.

## #6. Student Activities

Describe and/or list student activities.

*Missing information may delay or prevent review.*



# The Application Form – Project Details (Page 3)

## #7. Evaluation

Describe your method of objectively measuring your results. (E.g., explain whether your evaluation includes a baseline measurement, a mid-point measurement, and a measurement of final outcome, or instead, includes another evaluation method.)



*Missing information may delay or prevent review.*



# The Application Form – Project Details (Page 3)



## #8. Timeline/Sustainability

State proposed timeline of your Project and if the Project use of materials will be ongoing. Preference will be given to projects which can be replicated by other teachers.

If the products requested are consumable and will be used quickly, how do you plan to fund the consumables in the future?

*Missing information may delay or prevent review.*



# The Application Form – Project Details (Page 3)

## #9. Innovation

Describe how the proposed Project is innovative, demonstrates a new idea, represents a create teaching approach, or will be an effective method of delivering instruction to a diverse group of students, resulting in increased student achievement.

*Missing information may delay or prevent review.*





# The Application Form – Project Details (Page 3)

## #10. Overall Presentation

The Application should:

- Be professional
- Be grammatically correct
- Adhere to application format and requirements.

*Missing information may delay or prevent review.*



# The Budget Form

## – Budget Page (Vendor Information)

- One Vendor per Budget page.  
Add additional Budget pages as needed.
- Vendors must be District approved.
- Save Budget according to “saving” guidelines (Slide 11).
- 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 or prevent review.*





# Still Got Questions?

Contact the DISD Education Foundation:

Phone: 972-533-3848

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

Or visit the Education Foundation Website:

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

*Missing information may delay or prevent review.*



# 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 or prevent review.*