WRITING GRANT PROPOSALS

The Fremont Board of Education encourages individuals within the School District to write creative, meaningful grant proposals that will help meet the goals of the School District.

Further, the Board of Education believes that any grant writing effort must be organized, agreed on, and communicated appropriately to assure its best success. The Board directs the administration to establish regulations guaranteeing the success of grant writing in the District.

Author: Reg Nolin

Adopted: August 1995

Legal Review: Spring, 1995

Revised: September 16, 2002

Revised: March 15, 2004

Revised: March 19, 2007

WRITING GRANT PROPOSALS

In order to facilitate this process, a specific series of steps must be followed before a grant application is filed. These requirements suggest that considerable forethought be given to seeking grant assistance to insure that there is sufficient time to gain approval prior to the filing of applications. The purpose of this process and procedure is to assure that projects and/or materials sought through external funding will complement the direction of programs within the school district.

- The project to be funded must be approved by the building level administrator, prior to a search for grant funds.
- A grant abstract must be developed and filed with the Superintendent or his/her designee before a search is made for funding sources.
- The abstract must be submitted for approval to the Superintendent of Schools who will review the abstract with other appropriate persons before the grant application is developed.
- The project must be approved by the Superintendent or his/her designee before the grant application is developed.

Grant Abstract

The abstract must consist of a minimum of one, but no more than three, typed pages containing the answers to the following questions and issues:

1. Why is the project needed? (Describe the need; provide supporting data to substantiate beliefs and statements.)

2. What are the instructional objectives of the project and how will they be evaluated?

3. How will the overall project be evaluated?

4. How will the project improve student performance and by what visible measures?

5. What is the source of the grant funds for the planned project?

6. What is the anticipated funding amount you are seeking from grant sources? (Describe briefly the categories in which it will be used – personnel, equipment, etc.)

7. Are any matching funds required for the project, and if so, what is the required level of matching funds?

8. What is the grant period during which the project will be funded from external sources?

9. If the project is successful, can the project be sustained beyond the grant period without requiring additional local funds?

10. If local funding will be required to sustain the project beyond the grant period, what is the anticipated level of funding?

11. Is the proposed project “building specific,” or is it planned for “district-wide” application?