pi-top

Tips for grant writing

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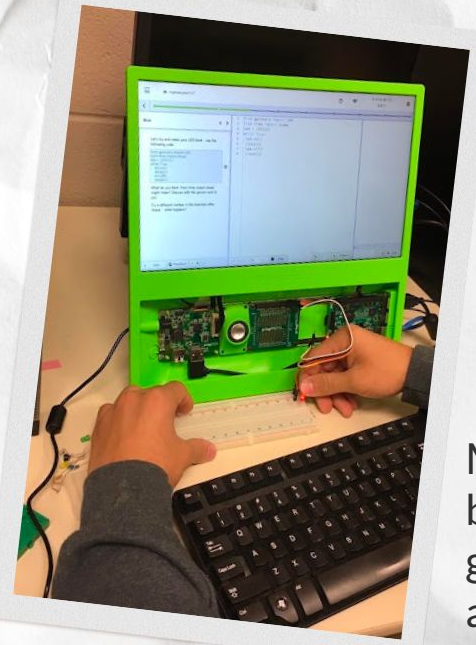
Hello!

I have 8 years of teaching experience at the secondary level. The courses I taught over the years were Engineering I, Engineering II, Physical Science, and Environmental Science. I have 6 years of experience training educators at both the district and state levels.

My experience with writing grants spans most of my teaching career. I wrote 28 grants and donation requests, 22 of which were awarded. All together these blessings totaled well over $70,000.

My journey with pi-top started with a 300 word grant I wrote to acquire 10 pi-top CEED units!

My journey



My journey with pi-top began with a 300 word grant I submitted to acquire 10 pi-top CEEDs!

What is your grant for?

Focus on subject matter

The internet is vast and houses many grant opportunities. When looking online it is a good idea to start by searching for grants focused on topics dealing with your **subject matter**.

Find the dates & consider your location

Make sure the grant is right for you!

Some companies accept grants annually, quarterly, or as limited time opportunities - make sure you are aware of the due dates.

Consider your location. Many people find grants from local industries in or around their districts.

Always read over the guidelines and requirements FIRST. Not every grant is for you, and some of the required information can be hard to obtain.

Grant Opportunities

Items below are clickable links:

STEM Grants

Walmart, Best Buy, Lowes, EZ Mart, Honda, Entergy

Teach

We Are Teachers

Grants for Teachers.com

Digital Wish

ALEKS

Local Companies and industry in your area

Get Ed Funding.com

Donorschoose.org

Louisiana grant watch

District Grant Department

Grants Alert

The Journal

Target

Things to consider…

Grants should be centered on the students and their learning. You are more likely to receive the grant if the purpose is **student oriented.**

- How will it impact your students?
- What can help improve your students' academic achievement?
- Can your outcomes be measured?
- Does the purpose connect to the real world, or the community?
- Does it provide 21st century skills?

Sample topics for successful grants.

- Real world applications
- 21st century learning/ skills
- STEM / STEAM
- Robotics
- Makerspaces
- Community projects
- Technology

- Environmental problems
- Workforce readiness
- Challenged or inquiry based learning
- Innovative use of technology and tools
- Interdisciplinary projects

Building your narrative

On the next page is the very first grant I wrote - and an example of a grant “narrative”.

Looking at it now, I see room for improvement, but I submitted it and they gave it to me!

Your grant narrative is extremely important. You’ll want to consider **buzz words** related to your proposal that:

- Provide evidence that your grant is necessary
- Shows numbers and statistics to support your narrative
- Includes quotes for products, showing you have invested time into your proposal

Revival of science through technology!

After World War II, the United States had the #1 high school graduation rate in the world. Today, we have dropped to number 22 among 27 industrialized nations. American students rank 25th in math, 17th in science and 14th in reading compared to students in 27 industrialized countries (OECD, 2012). A few of the reasons behind these statistics are the lack of creativity, interest, and proof of real-world relevance in the science classroom.

Student engagement in Science will be enhanced and revived with the use of iPads and Vernier apparatus. It is through the use of technology that students can deepen their understanding of the relationship between evidence and explanation. iPads work with Vernier probes to become tools of measurement, providing real life data in real time; which can be immediately used for understanding. If students can control their learning and make connections, then the concepts become more relevant.

In addition to tools of measurement, incorporating technology into the Physical Science classroom enables students to find interest, and engagement through integrated learning. Students will use the iPads to create video games based on Physics concepts, and at the same time they will learn about computer science and coding. With technology, a lesson on electricity becomes one where students use Apps to design small houses, build them in real life, and wire the houses with lights and switches. The possibilities become endless.

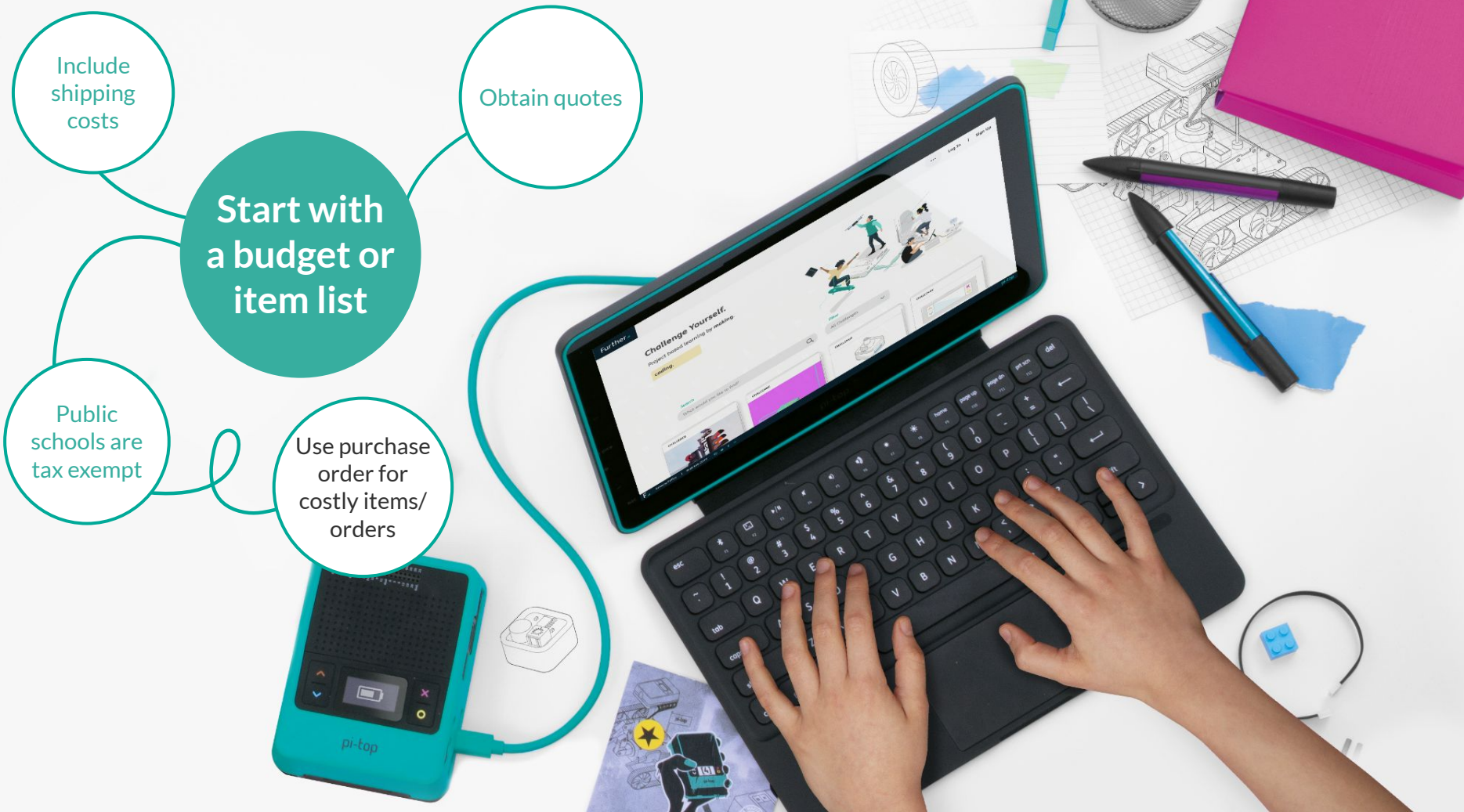
Our world today was created by science and technology. The structures we live in, vehicles we use, data we collect, ways of communication, even our medical advances were made possible by science and technology. So why should our students not have the opportunity to experience technology in the science classroom?

Terminology matters

(Sentences pulled from successful grant narratives)

- Engineering Design I is a course where students tackle **open-ended real-world challenges.**
- When students learn to program, they not only learn skills for program development, but also gain transferable **problem-solving and higher order thinking skills.**
- The resources to create an engineering makerspace will provide a **community environment for students** to have a more active voice and choice in their learning and bring their designs into fruition.
- Students must learn how to collaborate, share ideas and practice team-based problem solving in order to be **successful in their post-secondary choices and future careers.**

How to get started…


Include shipping costs
Obtain quotes
Start with a budget or item list
Public schools are tax exempt
Use purchase order for costly items/ orders
Further
Challenge Yourself.
Project based learning by making.
coding
pi-top

Grant budget checklist

- ☑ Determine what your grant is for and create a budget. It is easier to write the grant if you know what you want/need.
- ☑ Make sure to include shipping costs in your budget so that you have a correct final amount.
- ☑ Items for public schools should be tax exempt. The financial office at your school can provide a tax ID number to use.
- ☑ When you make the budget, acquire written vendor quotes. Many businesses will honor the price you were given even if it is months later and the price changes. This is an issue that can arise when funds are sent at a much later date.
- ☑ Ask your school, content department, or the school board to see if they have contracts with the vendors you find. They may have access to discounted items.
- ☑ For expensive equipment or training, request purchase through a PO. You may be required to create an account with a company first. Get with your school's accounting department to do this.

Sample district rules

- ☑ Contact the grant department to see where your funds should be deposited.
- ☑ All grants $10,000 and up must be managed by the grant department.
- ☑ All grants $50,000 and up must be approved by the district.
- ☑ Turn in a grant form to the grant dept. for every grant you receive for district records.
- ☑ Apple care needs to be included with the purchase of iPads.
- ☑ The grant department will not purchase from amazon.

Commonly requested documents

- Narrative
- Budget
- Mission Statement
- Demographic info
- Account history
- School W9
- Financial info
- Relevance to the company
- Assessment methods
- Goals
- Project timeline

Just like you tell your students, DON'T procrastinate. Stay ahead of the deadline.

This list consists of documents that I had to submit for past grants - your specific grants may be different.

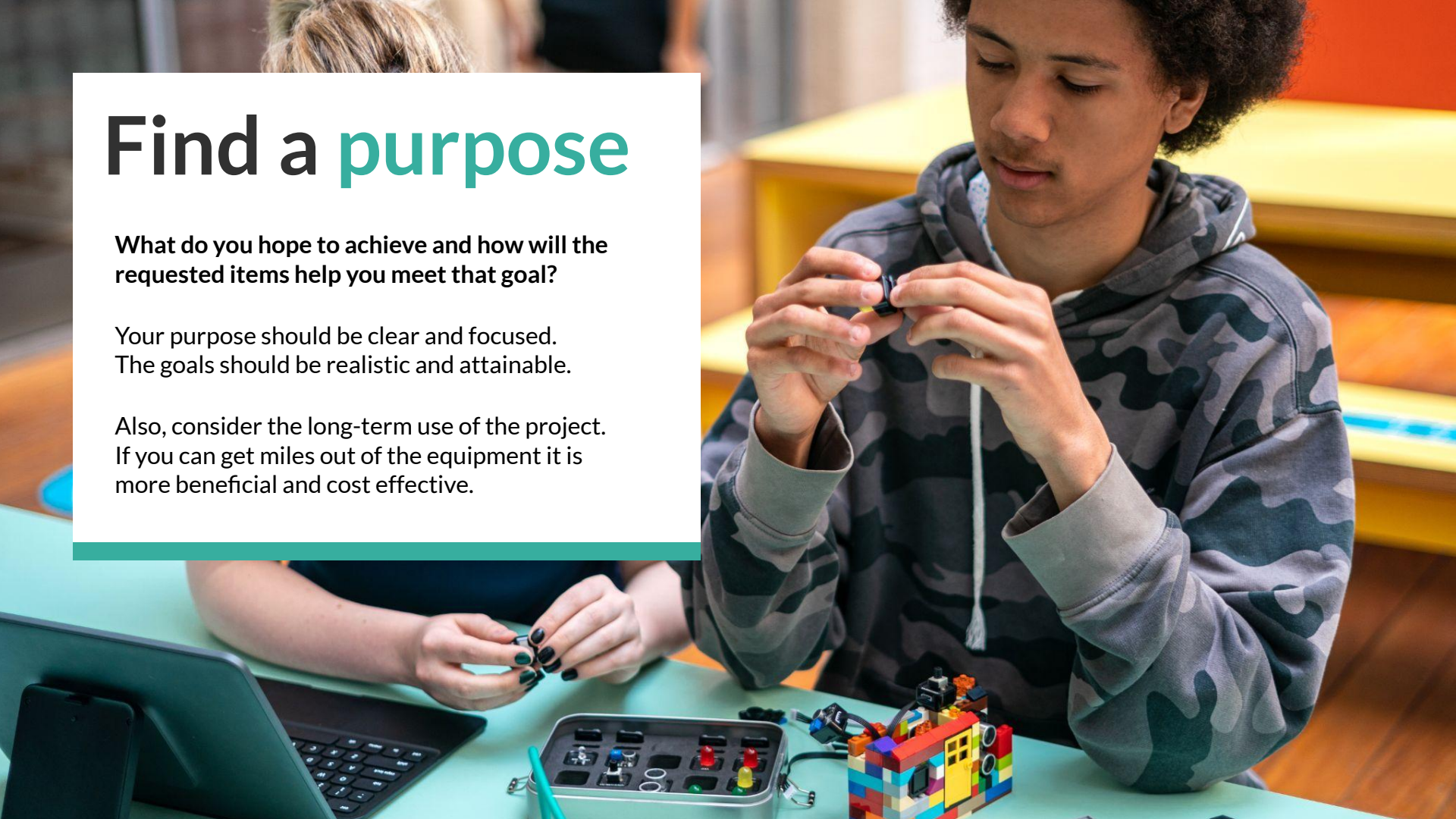
Complex grants may ask for things that you could need help obtaining. For instance, financial data and school demographics

Find a purpose

What do you hope to achieve and how will the requested items help you meet that goal?

Your purpose should be clear and focused.
The goals should be realistic and attainable.

Also, consider the long-term use of the project.
If you can get miles out of the equipment it is more beneficial and cost effective.



My students' purpose

Grant follow up

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Most grants request some type of follow up on their award.

- Tell you specifically what they want to see as follow up
- Let you determine the follow up (which can be a deciding factor when it comes to approval)

Examples of follow up ideas:

- Complete a project summary
- Schedule a day where the donors can visit
- Create thank you notes signed by the students
- Provide action pictures or video
- Share data-based results

Determine which might be the most relevant to your grant request to include in your application.

Use student quotes in the follow up…

"I have learned to be more creative and self confident in what I can make."

- K. G. 12th grade

"When I see the kids receive their hands, I feel really good about it. We improved their lives a little, and it also made me a little more confident in my own abilities (something that I really lacked before). It makes me feel grateful towards the kids; they're helping me just as much as I'm helping them."

- A. M. 12th grade

"I was extremely captivated by the desire to continue helping others. It changed my ambitions and careers I wished to pursue. Creating inexpensive prosthetics for those in need is something I hope to continue long after I leave Ms. Myers' class."

- G.M 12th grade

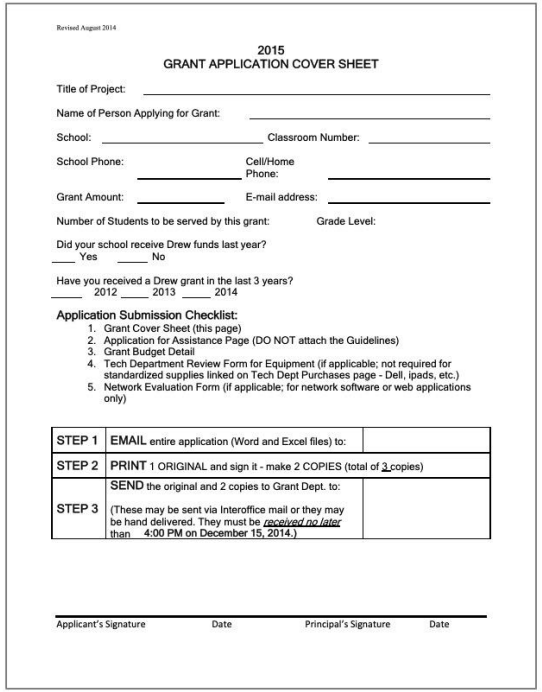
Final grant writing tips

Be sure to follow all requirements, answer all questions, and stay within the guidelines or your proposal can be discarded.

Have a few people proofread your proposal to check spelling/ grammar, and to be sure that the objectives are clear.

Keep copies of all the grants you write for future grant proposals then-- **COPY AND PASTE.**

Grant follow up - Sample 1



Revised August 2014

2015
GRANT APPLICATION COVER SHEET

Title of Project: _____

Name of Person Applying for Grant: _____

School: _____ Classroom Number: _____

School Phone: _____ Cell/Home Phone: _____

Grant Amount: _____ E-mail address: _____

Number of Students to be served by this grant: Grade Level:

Did your school receive Drew funds last year?
____ Yes ____ No

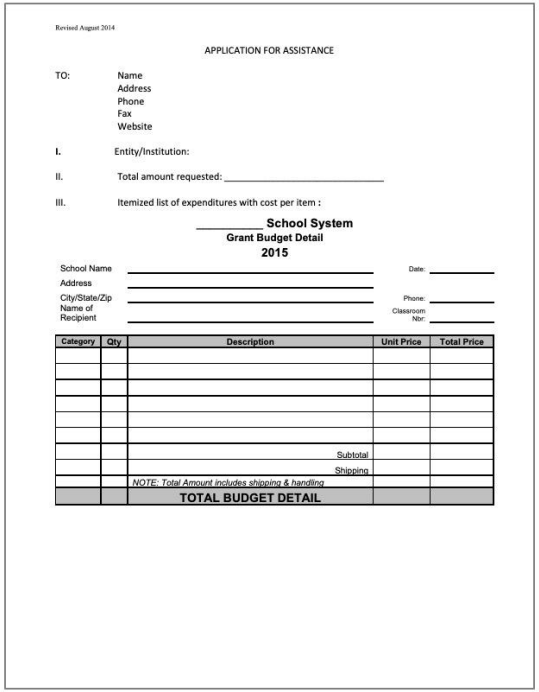
Have you received a Drew grant in the last 3 years?
____ 2012 ____ 2013 ____ 2014

Application Submission Checklist:

1. Grant Cover Sheet (this page)
2. Application for Assistance Page (DO NOT attach the Guidelines)
3. Grant Budget Detail
4. Tech Department Review Form for Equipment (if applicable; not required for standardized supplies linked on Tech Dept Purchases page - Dell, ipads, etc.)
5. Network Evaluation Form (if applicable; for network software or web applications only)

STEP 1	**EMAIL** entire application (Word and Excel files) to:	
STEP 2	**PRINT** 1 ORIGINAL and sign it - make 2 COPIES (total of 3 copies)	
STEP 3	**SEND** the original and 2 copies to Grant Dept. to: (These may be sent via Interoffice mail or they may be hand delivered. They must be *received no later* than 4:00 PM on December 15, 2014.)	

Applicant's Signature Date Principal's Signature Date



Revised August 2014

APPLICATION FOR ASSISTANCE

TO: Name
Address
Phone
Fax
Website

I. Entity/Institution:

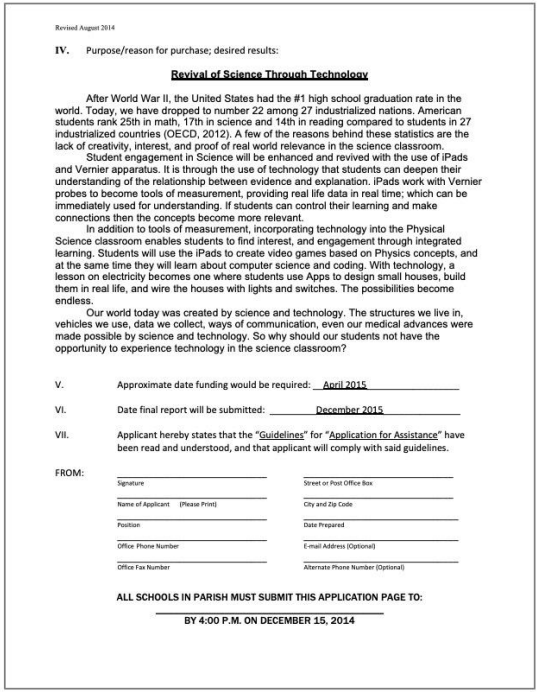
II. Total amount requested: _____

III. Itemized list of expenditures with cost per item :

_____ School System
Grant Budget Detail
2015

School Name _____ Date: _____
Address _____
City/State/Zip _____ Phone: _____
Name of Recipient _____ Classroom Nbr: _____

Category	Qty	Description	Unit Price	Total Price
		Subtotal		
		Shipping		
		NOTE: Total Amount includes shipping & handling		
		TOTAL BUDGET DETAIL		



Revised August 2014

IV. Purpose/reason for purchase; desired results:

Revival of Science Through Technology

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Our world today was created by science and technology. The structures we live in, vehicles we use, data we collect, ways of communication, even our medical advances were made possible by science and technology. So why should our students not have the opportunity to experience technology in the science classroom?

V. Approximate date funding would be required: April 2015

VI. Date final report will be submitted: December 2015

VII. Applicant hereby states that the "Guidelines" for "Application for Assistance" have been read and understood, and that applicant will comply with said guidelines.

FROM:

Signature
Name of Applicant (Please Print)
Position
Office Phone Number
Office Fax Number
Street or Post Office Box
City and Zip Code
Date Prepared
E-mail Address (Optional)
Alternate Phone Number (Optional)

ALL SCHOOLS IN PARISH MUST SUBMIT THIS APPLICATION PAGE TO:

BY 4:00 P.M. ON DECEMBER 15, 2014

Sample Budget

____ Parish School System

Grant Budget Detail

2015

School Name	___High School	Date:	
Address			
City/State/Zip	Louisiana	Phone:	
Name of Recipient	Marielle L. Myers	Classroom Nbr:	

Category	Qty	Description	Unit Price	Total Price
Supplies	10	I-Pad Air with Wi-Fi 16GB with 2 year apple plan (Apple)	$453.00	$4,530.00
Supplies	10	I-Pad Air cases SUPCASE Heavy Duty (Amazon)	$19.99	$199.90
Supplies	1	Apple TV (Apple)	$99.00	$99.00
Supplies	1	Vernier- Physical Sci LQ-Mini Delux Package: LM-PS-DX	$777.00	$777.00
		1 Labquest Mini: LQ-MINI		$0.00
		1 Motion Detector: MD-BTD		$0.00
		1 Dual- Range Force Sensor: DFS-BTA		$0.00
		1 PH- Sensor: PH-BTA		$0.00
		1 Voltage Probe: VP-BTA		$0.00
		2 Stainless Steel Temp Probes: TMP-BTA		$0.00
		1 Light Sensor: LS-BTA		$0.00
		1 Conductivity Probe: CON-BTA		$0.00
		1 Gas Pressure Sensor: GPS-BTA		$0.00
		1 Magnetic Field Sensor: MG-BTS		$0.00
	1	Motion Detector Clamp: MD-CLAMP	$7.00	$7.00
S/H	1	Vernier Shipping - From Quote	$14.76	$14.76
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
		NOTE: Total Amount includes shipping & handling		
		TOTAL BUDGET DETAIL		**$5,627.66**

Grant Application Sample 2

Logout

Confirmation of Application Receipt:

Your proposal was successfully submitted to the [redacted] Corporation. No further action on your part is required and you can expect to receive notice of your proposal's status shortly. To print a copy of this completed application go to 'File', then 'Print' on your browser toolbar. Click here to return to the homepage when you are finished.

* Last Name	Myers
Role Within Organization	Science Teacher
* Address	
* City	
* State	
* Zip	
Country	
Fax	
E-mail Address	
* Telephone	
Alternate Telephone	

Organization Information

* Legal Name	[redacted]
* Address	
* City	[redacted]
* State	Louisiana
* Zip	70611
Website Address	http://www.[redacted]
* Mission Statement	Our mission is to provide meaningful learning experiences for all students.

As society evolves into an ever-changing era, [redacted] High Schools s
for the new world. Students must meet certain requirements in specific core cu
Social Studies, Mathematics, Science and Health & PE. Students are afforded

Grant application - Sample 2

* What is the role of your board of directors?

* Organization Category

* Please list the current key programs of the Organization and a brief one-line description for each program.

* List the organization's current corporate and foundation contributors

* Have you received funding from any other [redacted] entity (i.e. sector, business unit)?

* Attach the organization's most recent operating budget

List [redacted] employees involved with your organization

* Do any of your directors or executive management team work for an entity that conducts or is likely to conduct business with [redacted] or its subsidiaries or affiliates as a customer or supplier? If yes, please identify the entity?

* Project/Event Title

* Project/Event Description or Purpose

* Sponsorship Levels and Descriptions (if applicable)

Project/Event Start Date

Project/Event End Date (if applicable)

* Requested Donation Amount

* Provide the top three goals for the program for which you are requesting funding

Describe the relevance of this program to [redacted]'s philanthropic interests

* Briefly describe how you measure progress for this program

* Total Project Budget

* Program/Event Focus Category

State/Country Affected

Geographical Area Served

* How many people are served by this program?

* Target beneficiaries of the program

Grant application - Sample 2

* Gender breakdown of those served by the program

* Age breakdown of those served by the program

* Do you conduct annual audits?

* Total income of your organization at the end of the most recent fiscal year

* Total expenses of your organization at the end of the most recent fiscal year

* Percent of annual funding for Fundraising

* Percent of annual funding for Administration

* Percent of annual funding for Services

* Our preferred method of payment is electronic fund transfer (EFT). If your organization is able to accept EFTs, please indicate by checking yes here.

Supplemental Files

Grant application - Sample 3

Please provide 1-3 sentences that summarize the grant purpose and specific resources needed. *

The purpose of the grant is to acquire technology that will allow Engineering students to experience STEM (science, technology, engineering, and mathematics) through real world avenues. If students can experience programs and concepts that are used in the professional world, they will not only gain skills in those areas but it will also enhance their experience in problem solving, critical thinking, and communication.

Please provide a brief description of the project including the community need being addressed and how the project meets that need.

Project Description *

High school students range from 14 to 18 years of age; with this they bring a wide range of abilities and experiences. Some students have a natural curiosity for engineering, but that is not always the case. I believe that more students will be interested in engineering related fields with the right tools and opportunities. Engagement is further enhanced if learning can be made relevant to their lives. Mac mini computers will provide the means for students to gain experience in app development and 3D design using professional programs. These tools allow students to not only work with programs and 3D printers for printing, but to research and gain experience in engineering and design. They will form ideas, plan a course of action which will progress to designing and creating physical solution. In this, the learning process becomes student directed and relevant to the individual. The pi-top 4 units will enable students to learn a universal coding language, python, in addition to manipulating electrical components with the code. Additionally, they provide a platform for students to focus on debugging their own hardware and code so that programming can be improved and revised as needed.

Project Begin Date *

12/10/20

Project End Date *

6/3/21

Amount requested *

$8,000.00 USD

Grant application - Sample 3

Note that if the grant request is $25,000 or greater, the applicant must upload a project budget to the application.

No file uploaded

Total Annual Organization Budget *

0

Alignment with Priority Giving Areas

Describe the population that will be served by this project, including elements such as ethnicity, gender, age group, etc. Please also note the estimated total number of people to be reached through this project. *

The population served by this project consists of high school students, aged 14 - 18. [redacted] High School is a 5A secondary school (9-12th grade) in [redacted] Parish. Latest published data from 2019 shows: 2018 students enrolled, of which 49% of the students are female and 51% are male. This data shows a free and reduced lunch population of approximately 32%. The population reached by this project will be all students that enroll in engineering each year. Enrollment grows as additional hours can be added to the master schedule.

Please outline the plans to publicize and recognize PPG's support of this project if this grant were funded. Note that if the grant request is $10,000 or greater, applicant must upload a communications plan for how the organization intends to publicize the project and PPG's support. *

[redacted] School Board has a team that is responsible for news and press related coverage. They would be informed and invited to any event in which the student's endeavors were showcased.

Upload Communications Plan (required if the requested amount is $10,000 or greater)

No file uploaded

District Records Sample Form

Grant Writer:

School:

Grade Level(s)/Subject:

Name of Grant:

Grant Provider/Donor:

Amount of Grant:

Amount Requested:

Date of Submission:

Date Grant will be funded?

Who will be responsible for the grant project?

Who will be responsible for the budget?

If you answered OTHER for the budget responsibility, specify here:

Purpose/Description of the Grant Project:

How will this grant impact students?

Brief summary of projected expenditures from grant funding (salaries, subs, services, travel, equipment, supplies):

pi-top

Thank you!

Any questions?

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Content Specialist

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pi-top.com