

## Grant Writing Tips

Below is a list of helpful hints, district preferred protocols and good strategies prior to beginning your grant search process.

- 1. First things first! Please contact your school principal or building supervisor to discuss your grant choice.**
- 2. Estimate the amount of time it should take to complete your grant application as well as the amount of time to manage it. Make a determination as to whether or not the dollars you will receive are worth the time spent.**
- 3. Once permission has been granted, contact the Business Office via e mail with a link to the grant and your contact information.**
- 4. Read grant guidelines before you apply! This may seem like the most self-explanatory piece of advice for grant seekers, but countless hours have been invested into a grant proposal just to find out our district does not meet one if the grant makers funding requirements.**
- 5. Read all instructions thoroughly before beginning. Do not try and make the grantor's program fit what you want to do. Your program must be in line with the funding agency's priorities.**
- 6. Don't wait until a week or two before the grant deadline is due to start the grant application.**
- 7. Check within the grantors instructions for items such as: a funding match by the grantee, a multiple year project commitment by the grantee or continuing budget requirements once the initial project has been funded.**
- 8. Take time to review some successful proposals.**
- 9. Proofread!**
- 10. Clarity in communicating your ideas is very important. Have someone who is not involved in your project read your draft application.**
- 11. Consider creating a small group of staff members who are interested in writing a grant. This team would include a good researcher, a good writer, a good proofer and a good word processor. Sharing the work load will reduce the hours spent and more will benefit from the overall effort.**
- 12. Please make sure to instruct the grantor to send all grant rewards to the Business Office: 1105 North Hunt Club Road, Gurnee IL 60031**
- 13. If your project is rejected, ask the grantor for reviewer comments. These can be invaluable tips for improving your future grant applications.**
- 14. Don't forget to send a thank-you note! We would not be able to do some of these projects without these generous donors.**