

Dr. Dan Kahler Innovative Teaching Grants Program Grant Writing Tips for Teachers and Staff

Be innovative, but aligned with district goals. A grant gives you the opportunity to introduce something new to your students – to purchase items that will enhance teaching and learning in your school or classroom. The innovation can apply to what you plan to purchase, or the way you plan to use what you purchase, or both! Your grant should address a need you've identified in your school or classroom and support student achievement and district goals. If you want to purchase instructional materials, make sure they are district approved.

Think long term. The grant reading committee prefers to support grants with materials that can be used multiple times over those with single uses or those that provide one-time experiences for students or staff.

Get approval from IT. If your grant application includes technology, it must be approved first by one of the district's IT instructional coordinators. Because of the district's contract with Apple, all Apple products must be purchased through the IT department.

Follow directions, especially for formatting. Choose the type of grant you wish to apply for: Teaching, Site, STEAM Teaching or STEAM Site. Carefully read the directions and review the application, guidelines, evaluation criteria and scoring rubric. These are slightly different for each type of grant. The guidelines state that you may create your own version of the application. *However, you must use at least an 11-point font, and your application cannot exceed two single-sided pages, plus cover sheet.* The grant reading committee disqualifies applications that are too long. Finally, be sure to leave out your school or department name since committee members read the applications "blind."

Be specific and thorough. Answer all questions in the order they are asked and provide realistic, well-thought-out answers. Include relevant research to support your grant idea. Don't assume grant readers understand everything about your location, program or subject matter. (The committee includes parents and community representatives.) Explain acronyms and include brief descriptions where needed.

Be succinct. Because your application can only be two pages, make every word count and stick to the facts! Avoid being overly descriptive or using flowery language.

Set an accurate budget. List individual items and expenses associated with your grant, including shipping, batteries, etc. Choose the least expensive items when possible. You may not request items already available from district budgets. If the amount needed exceeds \$1,000 for a Teaching or \$3,000 for a Site Grant, explain how you will get additional funding.

Review and get a second opinion. Before you submit your grant, proof read it carefully for spelling and grammatical mistakes. Ask colleagues to read your application and give you constructive feedback.

Get approval. Your principal/department head must approve and sign your grant application cover sheet. If you are a principal or department head, get approval from a member of the superintendent's cabinet.

For more information about Kahler Grants and applications, visit:
<http://nkcschoolsfoundation.org/grants-for-staff/kahler-grants-program>.