



Grant Writing Tips for Educators

The purpose of the grants is to enhance and broaden the knowledge of students, to develop and refine teaching techniques, and to provide employees of the BPS with opportunities to support and enrich the curriculum. Submit a grant application for your innovative idea by following these few tips . . .

Know the Nuts and Bolts

- Download the Grant Application and Instructions from www.burlingtonedfoundation.org
- Know the due dates.
- Attend the Grant Writing Workshop in the fall.

Gather a team

- Look at your curriculum.
- Brainstorm about a dream lesson or project.
- Collaborate with colleagues.
- Work together to write the application.
- Revise and edit as a team to make sure it is clear and complete.

Remember the Fundamentals

- Look at the mission of the BEF and understand what it will and will not fund.
- Contact the chairperson of the grant committee to clarify that mission if you are not sure your idea falls within it.
- Plan your project down to the details of personnel, activities, outcomes, and budget.
- Write your application so that it is clear and detailed.
- Have others in your school review the application for edits and clarity questions.

Dream Big

- What would you do if money were no object?
- What new idea do you have that can make your curriculum come to life?
- Work out the details of your project including all of those dreams.
- Ask for what would make the very best project, even if it costs more than you thought.
- Imagine how you can replicate it throughout the school district so that all students in your grade level can have a similar experience
- Collaborate with other teachers from your school or the district to add to the project and give it a life beyond the initial pilot program.

Grants are not intended to replace or relieve the existing responsibility of the school system, nor are they intended to substitute for items funded by the PTO's or included in the regular school budget such as substitute teachers, textbooks, instructional equipment, classroom supplies, organizational equipment, capital improvements, and on-going curriculum or staff development normally sponsored by the School Department.