

# Grant Writing Tips

MCPS Education Foundation



So you have an  
idea.....

**How  
What?**



# First Step...



- Have you talked with your principal or supervisor?
- Do you know if this is something that could potentially be covered with building budget funds?
- Have you done any research or investigated resources aligned to your idea/project?
- Is your project in line with division/school goals?

# Innovative Educator Grants



MCPSEF seeks innovative projects that challenge students to excel personally and academically while thinking at higher levels, are cross-curricular, learner centered, develop 21st century skills, and achieve outcomes effectively and imaginatively.

- Family involvement
- Literacy
- Staff development
- Student learning
- School to business partnerships
- STEM
- Fine Arts
- Health/Wellness

**We want to support your INNOVATIVE  
thinking!**

# Guidelines



## Typically, MCPSEF does not fund...

- ❑ Salaries (including substitutes)
- ❑ Transportation portion of program, including field trips (unless integral part of project)
- ❑ Non-instructional expenses such as travel, lodging, food
- ❑ Graduate study
- ❑ Activities, events, or projects already completed
- ❑ Activities, events, or projects already supported through the Manassas City Public Schools budget

# Components of a MCPSEF Grant

Identify Need

Project Description

Potential Impact

Plan

Timeline

Evaluation

Funding



# Identify Need



<b>Key Questions</b>	<b>Tips</b>
<ul style="list-style-type: none"><li>- What need(s) or issue(s) will your project address?</li><li>- Who would be the target recipient of services provided with grant funds?</li></ul>	<ul style="list-style-type: none"><li>→ Provide research or statistics to support your need.</li><li>→ Clearly define the educational need and establish a connection to developing 21st century life skills.</li></ul>

# Project Description



<b>Key Questions</b>	<b>Tips</b>
<ul style="list-style-type: none"><li>- What is the purpose of the project?</li><li>- How will the project address the need identified?</li><li>- What do you hope to achieve by attaining this grant?</li></ul>	<ul style="list-style-type: none"><li>→ Be as specific and concise as possible.</li><li>→ Start your sentence with... <i>“The purpose of this project is to provide...”</i></li><li>→ Clearly state the ultimate goal of the project.</li></ul>





# Project Impact (Outcomes)

<b>Key Questions</b>	<b>Tips</b>
<ul style="list-style-type: none"><li>- What could change as a result of this project?</li><li>- How would funding this project support student growth?</li><li>- What do you want to achieve by attaining this grant?</li></ul>	<ul style="list-style-type: none"><li>→ Think about changes and/or benefits in skill, knowledge, behavior, attitude, or awareness that participants experience as a result of project activities.</li><li>→ List anticipated outcomes.</li></ul>

# Action Plan



<b>Key Questions</b>	<b>Tips</b>
<ul style="list-style-type: none"><li>- What steps will you take to implement your plan?</li><li>- What skills or training will be needed in order to effectively implement the plan?</li></ul>	<ul style="list-style-type: none"><li>→ Think about who will be involved in the implementation of your project and include them.</li><li>→ When planning, keep track of all components that will impact your budget.</li></ul>

# Timeline



Activity/Event	Target Completion Date

## Tips:

- Think about the activities/steps/events for 20-21 school year that will enable you to meet your desired outcomes.
- Reflect how the project will be implemented successfully through the support of all stakeholder.

# Evaluation



<b>Key Questions</b>	<b>Tips</b>
<ul style="list-style-type: none"><li>- How will this project be evaluated?</li><li>- How will the results of the evaluation be used to improve the project?</li></ul>	<p>Think about:</p> <ul style="list-style-type: none"><li>- What will be measured?</li><li>- Who will measure it? How?</li></ul> <p>There should be a clear connection to the need and outcomes identified.</p>

# Project Funding



Key Questions	Tips
<ul style="list-style-type: none"><li>- What funds are needed from MCPSEF to bring this project to life?</li><li>- Why are these funds important?</li><li>- How will you justify the importance of these funds?</li><li>- How will the project be impacted if partially funded?</li></ul>	<ul style="list-style-type: none"><li>→ Be specific on how funds will be used.</li><li>→ Include a <b><u>detailed budget</u></b> (materials, equipment, resources, etc)</li></ul>

# Timeline



**March 30**

**Submit to principal/supervisor**

They review and sign if approved.

**April 3**

**Submit to MCPSEF**

Application are uploaded for review

**Mid April**

**Superintendent Review**

Reviewed to ensure the requests fall within guidelines and support the vision of Manassas City Public Schools

**Mid April**

**MCPSEF Review**

MCPSEF Programs Committee reviews applications according to criteria. They consult with donors to ensure alignment of funds.

**May 15**

**MCPSEF Vote**

MCPSEF Programs Committee makes recommendation for use of grant funds to Board of Directors.

**Grant recipients will be notified prior to summer break. Funds will be distributed to grant recipients in August 2020.**

# Final TIPS



- Have a clear plan and articulate it so others can see your vision
- Be sure that your request meets the criteria and guidelines.
- Make sure your goals are reasonable and realistic.
- Have a concise and detailed budget. Do your homework!
- Ask for help!

# The vote is in....



## **YAY! You got the grant. Now what?**

- Get ready to put your plan in place.
- Document progress along the way
  - Take pictures and videos!
- Collect evidence to show impact
- Invite the MCPSEF Board members to visit
- Complete the Final Report once project is completed to highlight impact

## **Your project was not funded. Do not get discouraged!**

- Ask for feedback or guidance on how to improve your grant proposal. Try again!
- Ask about other possible funders.
- Talk with your principal about the possibility of adding into next year's budget.



# Thank you!

The MCPS Education Foundation  
Board of Directors cannot wait to  
read your innovative ideas!

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