



# Educator Grant Program Checklist

## Brainstorm

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- ☐ 1. Think of a project that will engage your students and help them understand a concept better.
- ☐ 2. Make sure your project is innovative, aligned with district goals, and achievable.
- ☐ 3. Talk to others who may be interested in collaborating on a project.
- ☐ 4. Talk to others about your idea to see if it is innovative and aligned with the district goals. Other teachers, leadership, and curriculum coordinators may all have great ideas and feedback!
- ☐ 5. Look for grant ideas online from other education foundations or other resources.

## Research

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- ☐ 1. Look online for articles that support your project.
  - ☐ a. HINT: Education.com offers free scholarly articles by grade and subject.
- ☐ 2. Create a timeline of your project and what it would take to carry it out.
- ☐ 3. Talk to the appropriate people in the district, especially if construction or facility modifications are involved.

## Write!

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- ☐ 1. Make a rough draft of your grant in a Word or Google document.
- ☐ 2. SIMPLIFY! Write as though the person reading your grant doesn't know anything about education. (Avoid terms such as TEKS)
- ☐ 3. Start early! Give yourself plenty of time to get through the grant submission process and to get help from others, if needed.
- ☐ Be succinct. Remember, each section limits the amount of characters that you write. Use bullet points, if possible.

## Budget

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- ☐ **1.** Research what materials are needed, as well as the cost. Make sure you're getting the best deal for the items you'll need and using district approved vendors.
- ☐ **2.** Remember, grants are not intended to fund transportation, salary, stipends, or other non-educational expenses.
- ☐ **3.** If you can't find a district approved vendor, talk to the person who handles purchasing at your school to complete a New Vendor Addition Request.
- ☐ **4.** Be sure to budget for shipping and handling costs as a separate line item.

## Proofread

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- ☐ **1.** Recruit others to help you proofread for clarity, grammar, and spelling.
- ☐ **2.** Double and triple check spelling and punctuation. Grammarly.com can serve as another "pair of eyes" for free!

## Submit

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- ☐ **1.** Copy and paste your draft into each individual section of the online application and submit it before the deadline.

## Try Not to Stress!

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- ☐ **1.** Remember, the Education Foundation and the grant committee are here to support you.
- ☐ **2.** If you are not awarded the grant, please remember that many grant writers apply several times before they perfect the process. We hope that you will apply again next year.