www.**grant-us.com**

Instructions on how to select and apply for grants:

1. Figure out what you need….Look the gaps in education or materials. Your object in a grant is to sell your need. If you cannot present a good reason for having your application accepted, your grant will not be accepted.
2. Secure the approval/permission from the principal, superintendent or board of education as required by your school district. In many of these grants, you need a signature of approval. This is especially true for larger amounts of money. Also, each school system can only ask for a certain amount of state and federal funding.
3. Write a very detailed plan of how you expect to use the funding. Include the individuals be served, the program specifics, how it will impact education and what need it fills. State whether this is a one-time request, or if this expense will be recurring yearly and how you will measure the program's degree of success.
4. Research, Research, Research………….(i.e., local government agencies, community associations, local, state and national educational and civic organizations, and education-related businesses for possible sources of funding, the Dept of Educ, and other philanthropic organizations).
5. Fill out the required paperwork COMPLETELY, ACCURATELY, AND ON TIME. Make sure you understand exactly what the funders are looking for before you start to write. You need to read over the grant application several times and ask questions as needed. Make sure that you have programs and are able to provide ample information on them that fit with what the grant is asking for. Many grants are thrown out, because they do not provide the correct information. Call the organization and let them know that you are applying, ask questions, and inquire as to the best way to present the information.

The grant itself:

* 1. Write a short executive summary. This should briefly describe the problem, the solution, the funding requirements and information on your organization.
  2. Write a persuasive statement of need. Explain the problem and support it with facts from experts, research and your school's own documented experiences. In your statement of need, write about how you are equipped to solve the problem better than any other school or organization.
  3. Describe the goal and objectives of your project. Provide sufficient details of your project (who will do what, how long it will take, and how the grant will contribute to solving the problem)This is where you will explain what you plan to accomplish and how you plan to accomplish it. Your objectives should define your goal and be measurable and attainable.
  4. Be sure to include how you plan to report on your evaluations to see if they are helping you meet your goal. This should be included in your method section because you will be testing and measuring your methods throughout the whole project.
  5. Create an accurate budget. In your budget, include all projected expenses and revenue.