

Zionsville Education Foundation Top 10 Tips for Writing a Grant

1. Have a clear idea of the project before writing. What do you see as a need in your subject area, classroom or school? How can your project address that need in the quest to promote academic excellence?
2. For the narrative portion, use the headings found in the ZEF Guidelines found on the website (zionsvilleeducationfoundation.org): Abstract, Statement of Need and Rationale, Award Purposes and Objectives, Responsibility, Source of Funding, Project Activities, Personnel, Plan for Evaluation and Follow Up, and Budget.
3. The mission of the Zionsville Education Foundation is to serve its school community by providing funds that promote academic excellence. In the Abstract portion, include the following sentence: “ This project promotes academic excellence by ...”]
4. Your audience is members of the Zionsville Community. Explain educational terms that are not obvious such as “differentiation” and “6 + 1 Writing Traits.”
5. Itemize budget items. ZEF will not fund: new construction or renovations, compensation for employees, substitute pay, party supplies, food, telephone expenses, stipends or tuition.
6. ZEF Grant awards have historically ranged from \$230- \$5224.25. If your monetary request is large, consider giving less expensive funding options.
7. In the past, some grant applications have failed to include a clear plan for evaluation. How will you determine if your project made a difference? Consider surveying the students and or/ the parents. Consider analyzing test scores before and after your project.
8. Show creativity and a sense of commitment.
9. PROOFREAD for spelling and grammar errors. Have a colleague and/or neighbor read the grant before submitting it.
10. Double check that all form requirements have been followed including meeting the time deadline; your principal’s signature on the cover sheet; a maximum of 4 pages including cover sheet and budget; all pages stapled and numbered in the center bottom margin; pages single-spaced, using one side only of each sheet; and two copies.

THANK YOU FOR SUBMITTING A GRANT APPLICATION TO ZEF!!

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