

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- \$15,000. If your monetary request is large, consider giving less expensive funding alternatives/options so partial funding can be evaluated.
- 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 TYPED 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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