



Falmouth Education Foundation

Grant Writing Workshop

**8 March 2008
with Christine Weisiger
and Judy Fenwick**

HOW TO GET A GRANT

Get an idea

Get a funder

Write a proposal

Get turned down

Write a Thank You note

Write a proposal next year

Get funded

Write a Thank You note

A PLACE TO START: HELPFUL ASSOCIATIONS

Associated Grantmakers of Massachusetts

www.agmconnect.org

The Foundation Center

<http://www.foundationcenter.org/>

WHO MAKES GRANTS?

Private Foundations (and individuals)

- Required by law to give away certain percentage of proceeds on investment every year. (PPF 990)
- Founder's priorities

Falmouth Education Foundation falmoutheducationfoundation.org
Bill and Melinda Gates Foundation gatesfoundation.org

Corporations

Bank of America bankofamerica.com/
Citizens Bank citizensbank.com

Government

Massachusetts Department of Education
U.S. Department of Education

Approaching Funders and Building Relationships

Know what the funder wants
Read the guidelines CAREFULLY
Make sure your project fits
Follow guidelines to the letter

Calling program officers

Foundation Guidelines and Proposal Formats

Falmouth Education Foundation

<http://www.falmoutheducationfnd.org/>

WHSTEP - Woods Hole Science, Technology and Education
Partnership (Minigrants) www.who.edu/whstep/

Cape Cod 5 www.capecodfive.com

Standardized Proposal Forms

AGM Common Proposal Format www.agmconnect.org

Proposal Schematic (handout)

DO's and DON'T's

DO follow guidelines exactly.

DON'T send videos or binders.

DO show how you will help the foundation fulfill its mission.

DON'T say your project is just what they need.

DO invite them to help you “get sixteen below-grade readers interested in reading.”

DON'T make promises you can't keep like, “by the end of the school year our below-grade readers will have read Moby Dick.”

DO be specific about what you can accomplish. “At least half of the children will have risen a grade level in reading.”

DON'T discount the importance of evaluation to prove your claims.

More DO's and DON'T's

DO include pre and post-evaluation.

"At the beginning of the project we will test the entire class to determine who is reading below grade level. At the end of the project we will again test the class to determine progress among both our grade-level readers and those who have participated in this project. In this way we will determine just how effective the project is and which children need further intervention."

DON'T think you can get away without a good evaluation plan.

DO think about ways to involve or partner with other schools or groups.

DON'T forget to get letters of agreement from partners.

DO use clear and concise language.

DON'T try to make it sound fancy or learned.

Budget format

THE BUDGET

Items in a budget /
budget narrative

Simple math:
Cost per item
x # of items = total cost

Accuracy - math mistakes
look really bad

NAME OF PROJECT - (For Education or Community Services)				
	Year 1 Budget			
	Dates of Year 1			
			Requested	Contributed
		Total Costs	from XYX	or Earned
Personnel				
<i>Salaries (in full time equivalents)</i>				
<i>Payroll Taxes</i>				
<i>Fringe Benefits</i>				
<i>Consultants and Professional Fees</i>				
Non-Personnel				
	Travel/Transportation			
	Equipment			
	Supplies			
	Printing and Copying			
	Telephone and Fax			
	Postage and Delivery			
	Evaluation			
	Staff Development and Training			
	<i>Child Care</i>			
	Grand Total			

Personnel costs can be shown as one single figure if the professionals are doing the project as part of their regular duties and being paid their regular salaries by your agency or department.

For example:

Personnel costs covered by Falmouth Academy

This figure would go in the “contributed or earned” column.

You can also show salaries this way if they’re covered by a different grant or funding source.

WHY GRANTS GET TURNED DOWN

- Grant seeker doesn't know what the foundation or corporation wants to fund.
- They haven't thought through the project in enough detail to really know how it's going to work.
- They don't follow the guidelines.
- They don't explain the project well.
- They don't include an effective evaluation.
- They don't have a realistic budget.
- The funder has already ear-marked this year's grants budget.

HOW NOT TO GET TURNED DOWN

- Read the guidelines carefully all the way through. Also read about the foundation's priorities and what they funded recently.
- Write down every possible thing you think relates to the project, from getting the superintendent's approval to where you're going to put the waste baskets.
- Arrange your points in order of the foundation's guidelines.
- Write as clearly and simply as you can. If you do a good job, anyone can pick up your proposal and lead the project.
- To make a good budget, go back to your list of everything that relates to the project and put a price on it. Don't guess if you don't have to. Call the finance office of the school department if you need to pay custodians overtime or you want to serve a snack. If you write a good budget someone should be able to read it and know what your project is all about.
- Spell out and demonstrate the benefits of the project—not everyone is as visionary as you.

WHAT TO DO IF YOU GET TURNED DOWN

- Don't take it personally--you're not a bad person.
- Grit your teeth and WRITE A THANK YOU NOTE through your anger.
- Don't take it personally – they got many more good applications than they had money to give out.
- Apply next year—maybe with an improved proposal or maybe with an improved idea.
- Don't take it personally.

WHAT TO DO IF YOU GET A GRANT

- Write a thank you note to the foundation.
- Notify your principal, the finance office and the superintendent's office.
- Get out your proposal and see what you have to do.
- Do the project.
- Spend all the money, keep receipts and work with the finance office.
- Write a report.
- Send it to the foundation, the principal and the superintendent's office.

FALMOUTH EDUCATION FOUNDATION

Grant Application Proposal Spring 2008

Fostering a creative learning environment that promotes academic and social growth and respect for diversity

**FEF Grants Spring 2008 round
closes April 1, 2008**

**Mail 5 copies of completed application
postmarked by April 1, 2008 to**

**Falmouth Education Foundation, Inc.
PO Box 1061, Falmouth, MA 02541**

Proposal criteria, instructions and cover sheet available at
www.falmoutheducationfnd.org

FEF Grants Made for 2006

\$15,000 in grants awarded in 2006 -2007
for classroom projects and professional development

Boston College Educational Seismology Project
for Falmouth High School and Morse Pond Middle School

International Relations/Model United Nations Club
at Falmouth High School

Big Shots, an after-school film editing class
at Lawrence School

Film Animation,
at Morse Pond School

S.P.I.R.E., teacher training for special education teachers
at the Teaticket Elementary School

Picture Writing: Fostering Literacy Through Art,
at the Mullen-Hall Elementary School

FEF Grants Made for 2007

**\$25,000 in grants awarded for 2007-2008
for classroom projects and professional development**

Poet in Residence, Lawrence School

Solar Powered Cars, Morse Pond School

Artistic Oceanographer, Morse Pond School

Digital Filmmaking, Morse Pond School

Family Facts and Fun, Mullen Hall School

School Wide Read, Lawrence School

Year of the Reader/Kids Connection Morse Pond School

Battle of the Books, Morse Pond School

The Teaticket Mileage Club, Teaticket School

The Secret Garden, Teaticket School



FALMOUTH EDUCATION FOUNDATION

Grant Application Proposal Spring 2008

\$40,000+ in grants to be awarded
for 2008-09

2 TYPES OF GRANTS

Staff Development

Classroom Programming

FALMOUTH EDUCATION FOUNDATION

2008 PROPOSAL CRITERIA for

STAFF DEVELOPMENT CLASSROOM PROGRAMMING

<i>Section I:</i>	<i>Narrative Section</i>
<i>Section II:</i>	<i>Timeline Section</i>
<i>Section III:</i>	<i>Budget Section</i>
<i>Section IV:</i>	<i>Signature Section</i>

FALMOUTH EDUCATION FOUNDATION

Grant Application Proposal Spring 2008

STAFF DEVELOPMENT PROPOSAL CRITERIA

Section I: Narrative Section

Activities that promote innovation in curriculum,
instruction and/or assessment;
Address goals of the Falmouth Public Schools;
Collegial interaction;
Opportunities for participant learning;
Strategies for sustainability;
Process to evaluate proposal's goals.

Section II: Timeline Section

Timeline for participant activities

FALMOUTH EDUCATION FOUNDATION

Grant Application Proposal Spring 2008

STAFF DEVELOPMENT PROPOSAL CRITERIA

Section III: Budget Section

Complete and sound

Itemize as appropriate:

Supplies/Equipment

Travel (mileage reimbursement)

Stipends (typically reimbursed at \$21/hr)

Consultant fees or Registration fees

Tuition, other

Show =total= amount; matching funds may be listed.

Section IV: Signature Section

Signature indicating administrative support

(See cover sheet)



Falmouth Education Foundation

PO Box 1061, Falmouth, MA 02541

rev. 03.05

2008-2009 Grant Cycle

Applications must be postmarked by April 1, 2008

Checklist for **Staff Development** Proposals

To Applicants: Use this checklist to be sure your application is complete. This form is similar to the one that will be used by the Foundation in the selection process. Please note that you do not have to submit this form with your proposal.

Narrative Section (Mandatory): This proposal includes

- staff development activities that promote innovation
- staff development aimed at increasing student engagement and achievement
- specifically addressed goal(s) of the Falmouth Public Schools
- opportunities for collegial interaction
- opportunities for ongoing participant learning
- strategies for sustainability
- a process to evaluate proposal's goals

Narrative Section (Additional-one or more will strengthen the proposal): This proposal also includes

- partnerships with community resources or agencies
- collaboration among teachers, schools, classrooms, grades, teams, or curriculum areas
- a focus on raising the achievement of all students

Timeline Section:

- This proposal includes general timeline for participant activities

Budget Section:

- This proposal includes a complete and sound budget

Signature Section:

- This proposal includes a signature indicating administrative support.

Other Guidelines:

- This proposal does not ask for stand-alone equipment. Requests are tied to the mandatory criteria.

- Request for funding for conferences is limited to tuition.

- This proposal does not request funding for activities that are normally or historically part of the district budget.

- If this is a second year project, this proposal shows expansion or development from Year One.

www.falmoutheducationfnd.org

FALMOUTH EDUCATION FOUNDATION

Grant Application Proposal Spring 2008

CLASSROOM PROGRAMMING PROPOSAL CRITERIA

Section I:

Narrative Section (Mandatory)

Classroom activities that promote innovation;
Classroom activities aimed at increasing student
engagement and achievement;
Address goals of Falmouth Public Schools;
Process to evaluate project goals.

Narrative Section (Additional to strengthen)

Partnerships with community resources or agencies;
Collaboration among teachers, schools, classrooms, etc.;
Focus on raising achievement of all students;
Plan for sustaining the program or project.

FALMOUTH EDUCATION FOUNDATION

Grant Application Proposal Spring 2008

CLASSROOM PROGRAMMING PROPOSAL CRITERIA

Section II: Timeline Section

Timeline for participant activities

Section III: Budget Section

Complete and sound

Section IV: Signature Section

Signature indicating administrative support (See cover sheet)

Other Guidelines

Proposal does not ask for stand-alone equipment;

Conference funding limited to tuition;

No funding for activities that are part of district budget;

If 2nd year project, show expansion/development from 1st year.

Don't request money for activities historically or normally covered by the district budget



Falmouth Education Foundation
PO Box 1061, Falmouth, MA 02541 2008-2009 Grant Cycle

rev. 03.05

Applications must be postmarked by April 1, 2008

Checklist for **Classroom Programming** Proposals

To Applicants: Use this checklist to be sure your application is complete. This form is similar to the one that will be used by the Foundation in the selection process. Please note that you do not have to submit this form with your proposal.

Narrative Section (Mandatory): This proposal includes

- classroom activities that promote innovation
- classroom activities aimed at increasing student engagement and achievement
- specifically addressed goal(s) of the Falmouth Public Schools
- a process to evaluate project goals

Narrative Section (Additional-one or more will strengthen the proposal): This proposal also includes

- partnerships with community resources or agencies
- collaboration among teachers, schools, classrooms, grades, teams, or curriculum areas
- a focus on raising the achievement of all students
- a plan for sustaining the program or project

Timeline Section:

- This proposal includes general timeline for participant activities

Budget Section:

- This proposal includes a complete and sound budget

Signature Section:

- This proposal includes a signature indicating administrative support.

Other Guidelines:

- This proposal does not ask for stand-alone equipment. Requests are tied to the mandatory criteria.
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- If this is a second-year project, the proposal shows expansion or development from Year One.

www.falmoutheducationfnd.org



Falmouth Education Foundation

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Grant Application Cover Sheet Spring 2008

☞ Deadline: <i>April 1, 2008</i>	rev 03.06
☞ Mail five copies to: Falmouth Education Foundation, Inc. PO Box 1061, Falmouth, MA. 02541	

Type of grant being submitted:

Classroom Programming _____

Staff Development _____

Name(s) of Individual(s) Initiating Request:

School(s):

Phone:

Email Address:

Title of Proposal:

Abstract: (maximum 2-3 sentences)

Total Budget Request: _____

Name and Signature(s) of School Administrator(s) Approving and Supporting this Application:

School Administrator(s)

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With thanks...

To Christine Weisiger for her second year of offering this grant writing workshop.

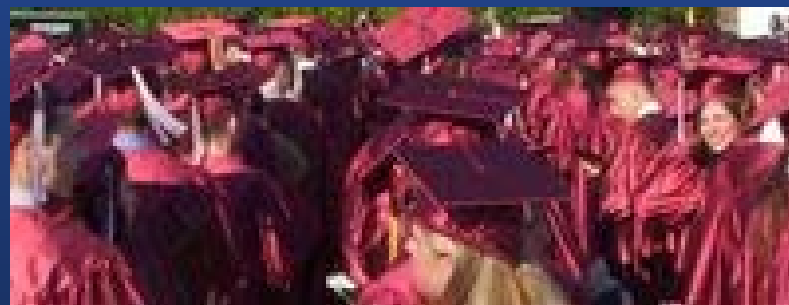
**To the 2008 Program Committee of the Falmouth Education Foundation:
Ellen Barol, Kathy Sherman, Tom Stone,
Meg Borden, Mike Bihari**

To Tom Kirkman, Jamie MacDonald, Peter Kirwin and Tom Stone for their perseverance in the early years of forming the Foundation.

And to the teachers and staff of FPS who go above and beyond for their students.



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Falmouth Education Foundation Grant Writing Workshop: 8 March 2008