

HOW TO WRITE AN

Effective Grant Application

- READ all the grant instructions.
- Make sure your request meets the scope of the grant (some may not allow for salaries, equipment, mailing, etc.)
- Follow the grant instructions to a “t”. One misstep can easily disqualify you.
- Be specific and concise in your text
- Use specific examples to make your case.
- Spell check your grant. Spell check your grant again
- Have one or more people other than yourself review your grant and offer advice.
- Write measurable objectives.
- Provide authentic assessment of how you will measure your results.
- Make sure your grant is time sensitive. List when you will implement from securing funds to final reporting.
- Include letters of recommendation from your administration, school board, and community members.
- Look into matching gift opportunities from local organizations, your school board and/or PTO.



If you have questions or need help, contact:

Grant Committee

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