

GRANT PROPOSALS IN EDUCATION



What is a Grant Proposal in Education?

- ❖ Requests—typically in the form of a document—to particular funding organizations (ex. govt. agencies, private foundations, local businesses) for materials/projects addressing specific educational need/concern

Structure & Content

- Introduction**: concise overview, one paragraph to full page, answer who/what/when/where/why for your particular proposal
- Problem & Needs Statement**: explicate significance & impact of educational need/concern
- Program Design**: detailed plan for project plan inc. goals (broad target areas for project), objectives (SMART goals), and detailed timeline
- Organizational Capacity**: list your's, collaborators', and involved people's qualifications, resources, training, past performance
- Evaluation Plan**: describe plan to evaluate procedures & outcomes of project, prioritize funding organization's particular concerns if any, (can use standardized testing scores, interviews, observations, etc.)
- Budget & Budget Narrative**: list individual costs of every component related to project & explain how they were calculated & why they are important

Composing Tips!

- Readability**: simple language, short sentences, focused paragraphs/sections
- Accessibility**: avoid technical jargon, immediately define unfamiliar terms
- Tone**: formal & professional tone, active voice