

GRANT WRITING TIPS

ESLTP COMMUNITY OF PRACTICE –
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ESLTP

icsps impacting
educational
equity

Illinois Center for Specialized Professional Support,
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APPLICATION TERMS:

- **Budget** is the recipient's financial plan for carrying out the project or program.
- **Grantee** means the legal entity that has been awarded financial assistance under one of the discretionary grants or cooperative agreements.
- **Project** means the activity described in an application.



GRANT WRITING TIPS AND STRATEGIES

01

Read the
directions

02

Follow the
directions

03

Be sure your
budget aligns
with your plan

04

Reference the
Rubric

PAY ATTENTION TO THE FUNDING PRIORITIES

- Funding priorities are used to – – communicate the required content focus of an application – give a priority or identify the funder's interest in a specific issue, approach, or target population, as a way of focusing a competition and identifying the activities that will be funded in a given year.



WHAT FUNDERS WANT TO KNOW

- What is the problem (need statement)
- Why your organization can address the problem (capacity)
- What will you do (work plan)
- How much money do you want (budget)
- Who else is contributing (leverage)
- How will you measure success (evaluation)
- How will you keep things going when their funding runs out (sustainability)

TOP TEN GRANT WRITING TIPS

1. Be concise
2. Assume the audience is not familiar with your program.
Explain partnerships and areas of responsibility.
3. Set S.M.A.R.T. goals
Specific, Measurable, Attainable, Relevant, and Timely
4. Proofread before final submission – run a spell check and have a colleague read over your final submission.
5. Don't be afraid to ask questions.

TOP TEN CONTINUE....

6. All items must be “accounted” for; items listed in the budget must be mentioned in the narrative and vice versa.
7. Spell out all acronyms at least once (preferably the first time you use them)
8. Question whether activities are worth repeating, and if there are enhancements, explain them.
9. A new fiscal year means a NEW plan.
10. Don't be afraid to be innovative.
 - Looking for new solutions to old problems



Failing to allow enough time to submit via mail or electronically.



Not reading the application package in its entirety.



Not following formatting guidelines



Not obtaining required signatures on required forms.



Failing to proofread.

COMMON MISTAKES



STRATEGICALLY PLAN

- **ENSURE** the plan is realistic, and everyone in your organization has input
- **SPECIFY** who is doing what in the action plan, include a timeline and who is accountable
- **BUILD** in regular reviews and reflection; if a problem arises, address it!
- **EVER PRESENT** make sure board members review the plan status quarterly

PLANNING TIPS

A SWOT analysis is a great tool to gauge an organization's strengths, weaknesses, opportunities and threats



SUBMITTING TIPS



Do NOT wait until the last minute to submit your application.



If you are submitting an e-application, know the specific deadline date and time.



If a competition does not require electronic submission and you experience technical problems in submitting an electronic application that can't be quickly resolved, print your application and submit in hard copy before the application deadline.



Have a fresh pair of eyes read your proposal before submission. – Make certain that all required forms and signatures are included in your application




LET'S PUT IT INTO ACTION!





Q: Describe your Diversity, Equity, and Inclusion practices for recruitment and retention.

A1: As Boston Center (BC) is a part of Julian Academy, BC is required to follow the Academy's policy in this area. Please see Page 25 for the full policy.




A2: JA-AEL District Coordinator is AEL's representative on JA's Diversity, Equity, and Inclusion (DEI) Council. The JA DEI Council is tasked with reevaluating all JA recruitment, policies and procedures, marketing campaigns, and practices. All JA-AEL recruitment strategies will be analyzed, evaluated, and endorsed by this DEI Council. For the recruitment function of the committee, they will: endorse our recreation, increase & maintenance of Social Media content in both English, Spanish, and any other primary language of those in our district, identify and evaluate current marketing campaigns being used by JA-AEL, and added AEL specific goals to the JA annual Instructional Service Plan.



Q: This grant will be for January – December 2023. Identify the projected unduplicated number of students to be served:

A1: For the 2022-2023 academic year, our program aims to serve 1168 students, 550 of whom are new enrollees in the program, with 160-203 participants served through earn-and-learn partnership models.

Additionally, we also plan to scale the total number of students served from 879 to 1168 at the 10 schools we serve on a pathway to serving 3,750 students within four years. This will involve continuing the signature program (718-726 students), our Earn and Learn program (160-203 apprentices), and now serving all eligible students at the local college (225-266 students).



A2: We are targeting 5 different cohorts starting in January of 2023 through December of 2023 with an average of 18 to 25 students per cohort to have a total of 90 to 110+ students in Fy23.