



DAYTON PUBLIC SCHOOLS FOUNDATION

Community Supporting Student Success

TIPS ON WRITING A PROPOSAL FOR A TEACHER GRANT

1. Read the application guidelines and instructions carefully.
2. Brainstorm with colleagues about proposal ideas.
3. Talk to other people who have successfully written grant proposals.
4. Commit your ideas to paper.
5. Clearly describe your project objectives. Tell who is going to do what, when, and how much it is going to cost. Proposals must be clear, concise, readable, and easily understood.
6. Write your proposal so as to convince the committee that your proposal should be funded. Typically, the committee does not grant funds for video cameras, digital cameras, computer software, or technology equipment. However, exceptions have been made for extremely well-written, unique, and creative proposals.
7. Proofread your proposal and have someone else proofread it.
8. Document the proposal with photos, sketches, examples, or samples, if possible.
9. Keep a copy of your application for future reference.
10. Abide by all deadlines. Applications are due May 1 at 11:59pm via [online form](#)
11. A rubric is used by the committee as a guide to help in awarding grants. The highest score on the rubric is given to grants that:
 - a. Affect the greatest number of students/staff or partners from the community;
 - b. Have the ability to be shared and repeated in other grade levels/buildings;
 - c. Use recyclable/reusable materials that would last more than a year;
 - d. Utilize components of state standards or DPS courses of study; and
 - e. Demonstrate an innovative instructional curricular method, especially, literacy-based instruction, instrumental music integration, and STEM.