

Jeanie Ritchie Grants - Funded by MPAEF

**Writing Tips (from a successful grant writer)
Jeanie Ritchie Grant Application**

Project Title [should be creative and catchy]

ID# (for office use only)	Type of Grant (check all that apply) <input type="checkbox"/> New <input type="checkbox"/> Repeat (__ # Years) <input type="checkbox"/> In Class <input type="checkbox"/> Lunchtime <input type="checkbox"/> Before School <input type="checkbox"/> After School <input type="checkbox"/> Field Trip <input type="checkbox"/> Teacher Initiated <input type="checkbox"/> Student Initiated
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Grades Involved	Number of Students Involved [the more the merrier!]
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Amount of Funding Requested	Approximately when will project be conducted?
\$	

Project Description
(Use this form or attach a separate sheet)

1. **Goals:** What are the goals of the project? What are you trying to teach?

[Clearly explain the goals of the project. Describe your objectives and what students will learn as a result of participating in the program.]

2. **Core Activities:** Describe what students will do as they participate in the project. How will the project accomplish its goals?

[This is an important part of the application. Give the reader a visual picture of how the program will work. Describe the primary activities that the grant will fund and what the students will do and experience at each stage of the project. If you are requesting “stuff,” explain how it will be used and how it supports your goals. For example, if you need supplies or books, they should be linked to a specific activity that is described in the application. Funding is often not awarded if the requestor submits little more than a supply list.]

3. **Innovation:** To What standards and/or aspects of the curriculum is the project linked? In what ways does it go above and beyond what is normally required?

[Explain how the project addresses specific state standards or other requirements of the grade level curriculum. Describe how the project is innovative and why it will be more effective in achieving your the goals than the standard approach.]

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4. Success Evaluation:

- a. If this is a new grant, how will you know that the program has been successful?

[Mention all the ways you'll be able to tell that the project is working. Remember that observation is a great form of evaluation, along with comments and feedback from students, teachers, parents, etc.]

- b. If this is a repeat grant, attach last year's completed project evaluation form. **PLEASE NOTE: REPEAT APPLICATIONS WILL NOT BE CONSIDERED WITHOUT AN EVALUATION.**

- 5. Detailed Budget:** Include all expenses, e.g., sales tax, shipping, etc. If any materials can be re-used in future years, please indicate this in the information provided.

[List all program expenses. If one or more costs are particularly high, include information to justify the expense to the committee. Demonstrate cost-conscious behavior whenever possible. For example, if shipping for certain materials is exorbitant, shop around for savings and/or online coupons or see if you can pick up the materials to avoid shipping all together. If special savings are realized, feel free to indicate this in your grant application.]