

Writing a Successful Innovation Grant Application

Before writing:

- Read the application carefully and make sure you understand the funding goals and that your proposal aligns with those goals.
 - Does your proposal solve a demonstrated problem?
 - Does your proposal address the *specific* proposal prompt for literacy, math or college and career readiness?
 - Is your idea innovative in its implementation?
 - Can you specify and measure intended outcomes?
- Read grant summaries and examples on our website to see what the panel responds to.
- Contact your Education Fund program coordinator for questions/feedback on your idea.
- Complete your Challenge Statement and submit it to your coordinator.

While writing:

- Note that some sections are weighted more heavily than others and pay attention to character limits.
- Outcomes: how will you influence your target population, what are the intended outcomes and how will you evaluate your effectiveness? Provide statistics when possible.
- Activities: Explain and map out the plan for *implementation* (include dates for project roll out, number of students or teachers involved, specific activities, etc.)
- Be specific. Write as if the reader is unfamiliar with instruction/education terms (as some grant readers are). Explain and be thorough!
- Budget: Is your budget reasonable and cost-effective, considering your project's impact? Include a narrative to justify the numbers. Be sure to account for tax and shipping.

After writing:

- Review your application and make edits for clarity and thoroughness. Have you responded to every question? Have you adhered to page/word limits?
- Review scoring criteria of each section and gauge how your proposal measures up.
- Ask a colleague to review your application and give feedback.
- Get your first draft in by September 5, 2016 if you want to get input from your Education Fund program coordinator. Feedback will be completed by September 9th.
- Ensure you meet the deadline (September 26th by 5pm)!