



## Grant Writing DO's and DON'Ts

School districts with membership in the Blackstone Valley Education Foundation are invited to encourage their teachers, counselors, and administrators to submit proposals for grant funding. In order to support its member districts, BVEF suggests that schools consider the following DO's and DON'Ts of grant writing as they write their proposals.

### DO'S

- Do complete** all sections of the application.
- Do make an effort** to collaborate with local businesses, the community, or other academic departments.
- Do articulate** short and long term student skill development.
- Do respond to each question** as completely as you can.
- Do consider** manufacturing and technology initiatives.
- Do show a connection** to 21<sup>st</sup> century careers.
- Do look** for programs that are sustainable.
- Do be clear** about budget requests and expenses.
- Do show** a clear connection between expenses and program/student outcomes.

### DONT's

- Don't direct** the majority of funds toward salary.
- Don't ask** for funds to cover recurring costs.
- Don't try** to do it all on your own. The more integrated and the more support you can show for your project, the more likely it is to be funded.
- Don't target** a small number of students.
- Don't forget** your budget sheet!
- Don't attach** fluff to your grant.
- Don't direct** the majority of your funds toward transportation.
- Don't forget** to send one electronic copy and one paper copy.