

Grant Development Procedure at SWWC

1. Understanding the Grant Writing Process

The grant development process depends on a cooperative effort between district personnel and SWWC. School districts that are the most successful are highly involved in program development and proposal writing. Their strategies include:

- Gather/develop information to document need (anecdotal evidence, surveys, statistics, etc.) in a timely fashion.
- Work as a team to formulate a creative, programmatic response to that need—one that fits within grant guidelines.
- Be realistic about the process. Even successful grant writers can have a success rate of just 30 percent. Grant submission is often a multi-year, multi-submission process. Many projects are not funded the first time around and may require revision and resubmission.
- Be realistic about the budget. Grants are not budget relief; they can actually result in more long-term expenses, as the district must assume the cost of the project after grant funding expires.
- Demonstrate flexibility in applying for grants. Sometimes more legwork and planning are needed before a district is ready to apply for a grant. Rather than submit a lukewarm proposal for the sake of submission, it may be best to conduct more extensive planning and wait for the next funding cycle. The more effort put into developing the best program possible, the better the chance of funding.

2. Assemble a Grant Writing Task Force

A District Grant Writing Task Force comprised of key stakeholders can be very helpful.

Depending on the program, this team could include:

- District superintendent, building principals and others on the administrative team
- Teachers
- Counselors, School Psychologist
- Staff Development Coordinator
- Technology Coordinator
- Director of Curriculum/Instruction
- Gifted and Talented Coordinator
- School Board Members
- Library/Media staff

3. Appoint One Contact Person from the Task Force

One individual should be designated the Grant Contact Person. This individual will be the main channel of communication between SWWC and the school district. The Grant Contact Person will be responsible for:

- Understanding the application guidelines
- Cultivating and maintaining relationships with community agencies who will be involved in grant projects

- Collecting signatures of key figures (if required)
- Communicating with the grant writer(s)
- Proofreading and commenting on proposal drafts
- Delegating responsibilities such as research, data gathering and needs assessments
- Coordinating the delegation of planning activities among task force members and monitoring their progress and completion.

4. Brainstorming on Potential Grant Projects

Much of grant writing is brainstorming to form a creative solution to a need. This is the joint responsibility of the school district's Grant Writing Task Force and SWWC grant writer(s). We will do our best to offer our expertise in program development and grant writing, but we must rely on the knowledge that only you can provide concerning programming and educational issues. Though we have experience working with schools and education providers, we are not experts on YOUR programs, strategies, and policy. Our strength lies in integrating your educational expertise into program development and proposal writing.

Grant writing works best if it is based on collaboration, communication, and sincere enthusiasm for affecting change. We need your help to secure funding for your district...and funding is often dependent on the quantity and quality of effort put into planning, program development, and creative problem solving. By working together we can create educational solutions to identified problems.

5. Grant Development Request Form

Attached to this document is a grant development request form. Any district wishing to receive grant development services from SWWC is asked to complete this form and submit it to Shelly Maes, Manager of Member Services at shelly.maes@swsc.org. Upon receipt of the request form, SWWC will determine if grant development services can be provided, and/or if more information is needed.

Grant Development Request Form

Provide a 2-3 sentence summary of your project:

Define the Population to be Served, including the number of students who will be impacted:

Amount of Funds Needed/Applying For:

Project Dates (start/end):

Please describe the need for this project:

Please describe the overall goal(s) of your project:

Please list the types of activities that will be used to meet these goals:

Please list any possible partnerships for this project:

List how you plan to sustain this project after the grant period:

Please list name, title and contact information for the Grant Contact Person:

Please list any other information that would be helpful to know about this project:

Submit this form to Shelly Maes, Manager of Member Services at SWWC at shelly.maes@swsc.org.