

Some helpful hints and observations for writing PAEF Grants:

1. If you are applying to fund a guest from outside the school system, you must include their credits, credentials and references.
2. For technology grants make sure you have approval from the school **technology director** first. For COOP grants, make sure you have the **COOP director's** approval first. Their signatures should be on your application Cover Page.
3. Keep all explanations **brief and to the point**. **Include pictures** of items you want to order, in an organized, concise manner if possible.
4. Keep your ideas innovative, creative, educational and realistic! Bring the story of your project to the grant reviewers.
5. Follow the application instructions completely. **All persons involved with the grant need to be listed and must sign the grant application**. Attach a second page if needed.
6. **Proofread**. Proofread. Proofread. Check the budget page math and match the total to the grant cover page total. You are welcome to make your own budget list in excel, save, print and include that page instead of the one embedded into the grant application.
7. Test for clarity of communication by having a person that is in no way involved in your project review and critique your application. Fully explain educational "jargon". Do not use abbreviations.
8. If your grant is not funded, make sure you obtain reviewer comments. These will be given to your site principal on the day grants are awarded.
9. **Do not procrastinate**. Do not let your principal get overloaded on the day grants are due. Involve the principal's participation at the beginning of your grant writing process. They are one of your more valuable resources. For instance, they may be able to tell you where your request is already available in the school system.
10. Form a "**school grant team**" of 5 – 7 faculty members to work on large, or school-wide, or district-wide grants. Encourage participation of a good researcher, a good writer, a good proofreader, and a good typist. Spread out the workload!
11. Thoroughly research your request to the best of your abilities. Check to see if anyone else in the school system has the materials you need or has used them before.
12. Be thankful. **Promote your project in the local papers and other places when possible**. It is good for PAEF, good for you and the students, great for public education and it keeps the community involved.
13. **Typewritten grants** are easier to read and photo copy better than hand-written grants. Use **paper clips instead of staples**, since copies of the applications will be made.
14. If you have any questions contact Cathy Webster at cathywebster@gmail.com. She can assist with proofreading, editing, ideas, and more and her help is at no cost to you.