



## SchoolGrants.org

October 15, 2001

To: All current biweekly SchoolGrants Newsletter subscribers and purchasers of the *Let's Write a Grant* interactive CD

SchoolGrants is pleased to announce its first mini-grant competition available to those who have helped support it through subscribing to the biweekly newsletter and/or by purchasing the *Let's Write a Grant* CD. Two awards will be made. The top-scoring proposal will receive \$1,000. The second-place proposal will receive \$500.

There are very few guidelines associated with the opportunity because all of you have such diverse needs. Any project that meets the needs of your particular target audience is acceptable.

The two winning proposals will be posted on the SchoolGrants Web site. All proposals will become the property of SchoolGrants and portions may be used to demonstrate grant-writing techniques. Except for the winning proposals, no names or schools/organizations will be identified when excerpts are used for illustrative purposes.

At this time I cannot promise that reviewer comments will be available. Hopefully I will have time available to compile comments for those who wish to receive them. Each proposal received will be read by at least two persons.

If you have any questions or comments about the application, please email them to [donna@schoolgrants.org](mailto:donna@schoolgrants.org) I will compile a FAQ (frequently asked questions) that will be posted online based on the questions I receive.

Good luck and thank you for your support of SchoolGrants!

Donna Fernandez

## **SchoolGrants Grant Opportunity REQUEST FOR PROPOSALS (RFP)**

*Your proposal must follow the General Instructions and the Grant Guidelines to be considered for funding.*

**Awards:** 1 - \$1,000 award will be made. 1 - \$500 award will be made.

**Deadline:** Proposals must be received by December 5, 2001. Awards will be mailed by December 31, 2001.

**Eligibility:** 501(c)(3) organizations (including public schools) who have purchased the SchoolGrants *Let's Write a Grant* interactive CD or who have current subscriptions to the biweekly SchoolGrants Newsletter.

Individuals who have purchased the CD and/or the newsletter are eligible to participate as sponsors of eligible 501(c)(3) organizations. In this case, you must include the subscriber/purchaser name for verification purposes.

**Project Purpose:** Because needs vary so widely among those who participate with SchoolGrants, proposals may be written for any project concerning any subject matter that relates directly to PK-12 youngsters.

**Submit proposal to:** Donna Fernandez  
SchoolGrants  
P.O. Box 4431  
Dallas, TX 75208

### **General Instructions:**

- 1) **Read** all materials carefully before you begin writing the proposal.
- 2) **Only 501(c)(3) nonprofits or tax-exempt public school districts are eligible to apply for this grant.** Proof of nonprofit status *must* be included with your application. (See eligibility rules above.)
- 3) **Only one application per biweekly SchoolGrants Newsletter subscriber or SchoolGrants *Let's Write a Grant* CD purchaser** will be accepted. Schools/nonprofits that have purchased multiple copies of the newsletter and/or CD may submit a like number of proposals. For example, if your school has three biweekly newsletter subscribers, three proposals can be submitted. If you purchased both the CD and the newsletter, you may submit two different proposals.

Those purchasers who are not tax-exempt may write proposals on the behalf of a tax-exempt organization that serves PK-12 students. Proof of tax exemption must be submitted. (Public school districts may submit a statement written on district letterhead and signed by the Treasurer or Superintendent.)

- 4) The budget for the application must be for **no more than \$1,000**. One award will be made for up to \$1,000. A second award of up to \$500 will also be made. Awards will be made in the name of the applicant school, district, or nonprofit. **Funds must be used for the project described in the winning proposal.**
- 5) All applications **must be typed using at least a 10-point font size**. Margins should be at least 1". It is permissible to *replicate* the application forms on a computer. The format may not be changed and all page breaks must remain identical to the forms in this packet. You may use single or double spacing but remember the reviewer! The more white space a proposal contains, the easier it is to read. However, if you need to use single-spacing to define your program adequately in the space allowed, you may do so without penalty.

- 6) You must provide the SchoolGrants Newsletter or *Let's Write a Grant* CD purchaser's name, address and email address on the cover sheet of the application. Purchases will be verified. Any proposal submitted by a public school or nonprofit that did not purchase a CD or a biweekly newsletter subscription is ineligible unless sponsored by a taxable entity (individual or business) that made the purchase.
- 7) The submitter and a party legally authorized to obligate your school/district must sign the proposal. Any proposal without the appropriate signatures will not be considered for funding. In the case of proposals sponsored by a newsletter and/or CD, the sponsor must also sign the proposal.
- 8) Two stapled copies of the proposal must be mailed to SchoolGrants. One copy must include the original signatures (blue ink). An electronic version of the proposal (on PC diskette or by email to [proposal@schoolgrants.org](mailto:proposal@schoolgrants.org)) should also be submitted. It is not necessary to submit proof of tax exemption or letters of support and/or collaboration electronically. If possible, MS Word should be used for the electronic version of the proposal. Please save the file as "Rich Text Format" (rtf) when sending it electronically. NOTE: The electronic version must be compatible with a PC. If you use Macintosh computers, the electronic version must be emailed.

### **Grant Guidelines:**

- 1) Needs Statement. Describe the needs of the target audience that will be addressed by your proposed project. Include reference to any relevant research. Include the number of teachers and/or students who will benefit from the project.
- 2) Project Description. This section should be no more than 1-1/2 pages in length. Include project goal(s) and objective(s). Briefly describe how the project will meet the stated goals and objectives.
- 3) Project Timeline. Use this section to describe when the activities necessary to implement your project will take place. Funds will be available beginning in January 2002. The project should be no more than six months in duration.
- 4) Project Budget. Provide a summary of how funds will be spent. Below the summary, provide details as to the expenditures that will be made and how they pertain to the project. The budget summary and related justification must not exceed 1 page.

You may use the funds to purchase food, computer equipment and/or software, to pay for a consultant, to pay extra-duty pay to employees who are working outside their regular hours, or for any other expense directly related to your project.

- 5) Project Evaluation. Describe how you will determine whether your project has been successful or not. What benchmarks, if any, will you use? Will surveys be used? Will interviews be conducted? A one-page evaluation of your project will be required at the end of the grant period.
- 6) In addition to proof of tax exemption, you may include up to three letters of support/collaboration as attachments to your proposal. No other attachments are allowed.

## SCORING RUBRIC

Each section of the application carries the following weight:

<b>I.</b>	<b>Needs Statement</b>	<b>50 pts.</b>
<b>II.</b>	<b>Project Description</b>	<b>50 pts.</b>
<b>III.</b>	<b>Project Timeline</b>	<b>30 pts.</b>
<b>IV.</b>	<b>Project Budget and Budget Justification</b>	<b>40 pts.</b>
<b>V.</b>	<b>Project Evaluation</b>	<b>30 pts.</b>

Messy or incomplete applications will receive an automatic deduction of up to 50 points. Applications that do not follow the guidelines, including font size and page limitations, will not be reviewed.

**A completed proposal consists of six (6) Pages, including the cover sheet.**

**You may type on the sheets provided or you can replicate the forms on your computer; however, the format must remain *exactly* the same.**

All proposals will become the property of SchoolGrants. Winning proposals will be posted on the SchoolGrants Web site.



...it's all for the kids!!

# SchoolGrants Mini-Grant Opportunity

## Cover Sheet

<b>School / Organization Name:</b>	<b>School / Organization Address:</b>
<b>District Name:</b> (if different from above)	<b>District Address:</b> (if different from above)
<b>Applicant's Name:</b>	
<b>Applicant's Email Address:</b> (required)	
<b>Sponsor's Name and Address:</b> (if applicable)	
<b>Purchase Qualifying Participation in Grant Opportunity:</b> (mark appropriate blank)	
<input type="checkbox"/> <b>current subscription to biweekly SchoolGrants Newsletter</b>	<input type="checkbox"/> <b><i>Let's Write a Grant CD</i></b>
<b>Proposal Title:</b>	
<b>Summary of Proposed Project:</b>	
By signing below, I certify that the awarded funds will be used in the manner described in this proposal. I also certify that the entity receiving the funds is a 501(c)(3) nonprofit or a public school. Use Blue Ink when signing.	
_____ Applicant's Signature	
_____ Sponsor's Signature (if applicable)	
_____ Signatory Authority (Principal, Superintendent)	

**I. Needs Statement** *(no more than one page)*

**II. Project Description/Narrative** *(no more than 1-1/2 pages) (Be sure to include your goals and objectives!)*

**II. Project Description/Narrative (continued)**

**III. Project Timeline** *(no more than 1/2 page)*

**Activity**

**Date**

*The budget may be for up to \$1,000. Use whole numbers. Check your math! Limit to one page.*

**IV. Project Budget Summary**

<b>Personnel Costs</b>	\$ _____
<b>Contracted Services</b>	\$ _____
<b>Supplies and Materials</b>	\$ _____
<b>Other Operating Expenses</b>	\$ _____
<b>Capital Equipment</b>	\$ _____
<b>TOTAL Requested</b>	\$ _____

**Budget Justification:**

**V. Project Evaluation** *(limit to one page)*

*List your evaluation activities and the projected dates when each activity will take place.*

**Evaluation Activities:**

**Date(s):**

*A one-page report describing the project and its impact will be required at the end of the grant period.*