

The Knollwood 7th Grade Grant Program and Award

Sponsored by the Fair Haven Education
Foundation

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INTRODUCTION

WHAT IS THE FAIR HAVEN EDUCATION FOUNDATION?

The Fair Haven Education Foundation (FHEF) is a dedicated group of parents who volunteer their time and talents to raise money to support the Fair Haven public school system and all of its students, teachers and staff. The primary focus of our efforts is to help enhance the academic environment through the purchase of new technology and sponsorship of a Grant Program and Scholarship.

Some of our recent contributions to the schools have been Smart Boards, wireless internet access, computers and new lighting and sound systems. The FHEF also awards a scholarship to a graduating 8th grader and sponsors the 7th Grade Grant Program and Award.

WHAT IS THE 7TH GRADE GRANT PROGRAM AND AWARD?

The 7th Grade Grant Program is part of the Literacy Class at Knollwood School. It allows students to learn about grants, research and write their own, and suggest a new program which will enhance student life and learning at Knollwood School and in our community. Each student identifies a need or problem in the school or town, comes up with a realistic solution, and presents it in the form of a written grant proposal. Ms. Hawkins, other teachers, and members of the FHEF help students throughout the program.

Every 7th grader will research and write a grant proposal and request up to \$2,000.00 from the FHEF to make their written idea a reality.

And, there is an added bonus! One grant proposal will be selected and funded by the FHEF. The selected program will be put into place next year and the student who wrote the grant proposal will be awarded a \$500.00 gift card at the 8th grade award assembly next year.

GENERAL INFORMATION

WHAT IS A GRANT?

Simply stated it is the giving of funds for a specific purpose or project. Usually, money is distributed from one party - a corporation, foundation, or government department - to a recipient. Recipients can be an individual, school, business or non-profit organization. In order to receive a grant some form of grant writing is expected. This writing is called a grant proposal. Each year the U.S. Government along with private foundations and public corporations offer billions of dollars in funding to individuals and organizations to be used for specific projects. The best thing about a grant is that the money does NOT need to be paid back!

WHAT IS A GRANT FOR?

There are grants out there for lots of different things. There are college grants, loan grants, educational grants, grants for playground equipment, and many, many more! We are looking for a grant proposal that identifies a certain need at Knollwood or in our community, and comes up with a well researched plan on how to answer this need.

GRANT WRITING TIPS

- ❖ READ the guidelines and instructions carefully. Be sure to use the given format.
- ❖ Ideas should be innovative and creative. Keep your goals realistic. Have a reasonable, detailed budget. Do your homework on costs before submitting your application and be sure to explain your budget.
- ❖ If possible, cite research that supports the program for which you are requesting funding.
- ❖ Be clear and brief when writing your proposal. Good grant proposals are simple yet complete!
- ❖ Proofread! Proofread! Proofread!
- ❖ Only one idea can receive funding and there are many factors that influence the foundation's decision in awarding the grant. The most important thing for grant writers to remember is that they might submit a perfect application, receive a great grade on the assignment, but their grant may not be selected for funding. Do not get discouraged if you don't "win". Grant writing is a life skill, and now you know how it's done!

GRANT WRITING GUIDELINES

Every Grant submission should be written using the following format:

1. COVER PAGE/INTRODUCTION

Include the applicant's name, the applicant's Literacy Section, the title of the proposal, a short 2-3 sentence description of the project and the amount requested.

2. OBJECTIVE

This section should answer the "what" and "why" questions. Include a description of your proposal and your rationale for choosing it. Use statistics, expert opinions, anecdotes, etc. What is the projected outcome and why should the foundation fund it?

3. AUDIENCE

Who will benefit from your proposal? What types of benefits are there? Are other schools currently using this idea/activity successfully?

4. PROCEDURE

Describe how your desired objectives will be achieved. Describe the process that will be used to reach your desired outcome. Will teachers or volunteers be responsible for implementing your proposal? If so, have you spoken with them and secured their approval?

5. TIMELINE

Be sure to include important dates or deadlines. You must include a chronological description of the proposed project that details start and finish times, duration and other pertinent information.

6. BUDGET

Supply a cost proposal WITH DETAILS as to how the money will be spent, when it needs to be submitted and to where. Actual pages from catalogs or internet sites are expected!!