**GRANT DEVELOPMENT 101**

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| **1** | **What is your idea? Develop Your Concept**  Before you begin fundraising…it is important to develop a solid concept. A solid concept will allow you to inform someone of what you hope to accomplish through receiving grant funds. Developing a concept will help you thoroughly think through your project and ensure effective impact during implementation.   * Concept development:   + Who are you?   + What’s the need you want to address?   + What’s your idea? Describe your project/program.   + How much $ do you need? Why?   + How will you know if your project is successful?   *\*Here’s a useful tool that can help you think through your project*  [*Concept Development Guide*](https://www.austinisd.org/sites/default/files/dept/oid/Fundraising_Concept_Development_Guide_.doc)   * Elevator speech: Can you outline your project, need, goals and impact in a quick “elevator speech”? Try it out on a colleague, principal and/supervisor. * Ensure you have Principal, Campus and/or Department support.   ***Is a Grant right for you?***   * A grant is an award given by an organization for a specific purpose. * Grants are a great way to implement new ideas/projects to advance student learning. * The length of time it takes to get an award may be up to six months * Review the grant guidelines closely; they will help you determine if your idea aligns with the granting organization.   *\* If a grant is not right for your idea, consider* [*School Partnerships*](https://www.austinisd.org/oid/partners) *for local community support and* [*Online Fundraising/Crowdfunding*](https://www.austinisd.org/oid/grants-fundraising/crowdfunding)*.* |
| **2** | **Find a Grant**   * Identify an opportunity that fits by searching the Office of Innovation and Development’s (OID) grants database at <https://www.austinisd.org/oid/grants-fundraising/grant-database> * Submit an intent to apply form to the OID. *Coming soon!* |
| **3** | **Grant Proposal Development**  Many grants have a specific application or proposal format. Most require some of the basic information outlined in the [Concept Development Guide](https://www.austinisd.org/sites/default/files/dept/oid/Fundraising_Concept_Development_Guide_.doc). Once your concept has been developed, you can use the [Proposal Outline Builder](https://www.austinisd.org/sites/default/files/dept/oid/Proposal_Outline_Builder_1.docx)to draft your proposal. |
| **4** | **Review and Submit**   * Review your final draft with a colleague, or with the Office of Innovation and Development (OID) for any final revisions. * Get Principal, Campus and/or Department support. * Submit application to Grantor and notify the OID. * *Grant awards can sometimes take up to 6 months to be announced.* |
| **5** | **Grant Award**  Congratulations!Once you’ve been awarded a grant:   * Notify your bookkeeper. * Bookkeeper will need to send check, proposal/application and any award documentation to Elizabeth Flores [elizabeth.flores@austinisd.org](mailto:elizabeth.flores@austinisd.org) with OID.   + *Grant Agreements and Contracts:* All contracts need to be signed by the superintendent or designee, unless specific guidelines indicate school principal signature. Send contract to OID for signature routing assistance.   + OID will contact Treasury and Finance to deposit the check and set up the revenue account.   + OID will help you create an explanation of expenditures (EOE) and submit to the Department of State & Federal Accountability to build the budget. * OID will send a thank you letter to the funder with a tax acknowledgement statement. We encourage your school to send a personal thank you letter too. * Publicize your award! Request for a promotional service through the Department of Communications and Community Engagement at <http://www.austinisd.org/communications/promotional-services> * Start purchasing supplies and implementing your program! |
| **6**  **Quick Tips for Success:**  Here are a few key principles to keep in mind while composing your grant or fundraising proposal:   * Review the common grant components and use the proposal outline builder * Focus on the needs of your campus and students. * Keep your language short and precise, writing as though the reader knows little to nothing about your work. * Establish that a critical issue/need exists and that you are uniquely positioned to address it. * Be honest and realistic. * Keep it simple and compelling! | **Grant Reporting**   * Most grants require you to submit a report at the completion of your project. Please be sure to check your grant agreement, which typically contain information regarding grant reporting deadlines, budget information and public relations. Please take note of any reporting deadlines or extra requirements from the funder. |

