



**York Foundation  
for Public Education, Inc.**

**BEST PRACTICES FOR GRANT WRITING**

<b>DO</b>	<b>DON'T</b>
Approach the project with an innovative or creative teaching strategy that will engage learners	Asking for funding of items that are currently funded within instructional budgets of the school.
Write the proposal so that the purpose, strategies, and evaluation are clear to non-educators. Develop a "Need" of the proposal.	Writing the proposal quickly at the last minute, leaving out key information.
Give an itemized complete budget as possible. List items and prices. Be as specific as possible.	Generalizing budgeted items needed.
Attempt to reach as many students possible with the project (within the class, grade level, department, school, etc.)	Limiting proposals to a few students, unless NEED is a major factor that has been clearly stated in the proposal.
Write clear evaluation strategies to determine the value of these funds in meeting the purpose or goals of the grant.	Leaving evaluation vague and without clear measurements.
Budgeted items should be reusable as much as possible in order to reach more students at later points in time.	Making consumable items the major part of the budget.
Budgeted items should include only current technologies or justify need for older technologies.	Including out-of-date technologies (example: VHS vs. DVD or tape players vs. CDs).
Include teacher name on Cover Sheet.	Include teacher & school name <i>within</i> the proposal.
Follow application process and guidelines. Ask for assistance in advance, if needed. Check out the YFPE web site for more information.	Submitting proposals that are not in compliance with the guidelines.
Keep in mind that the reviewers may not be current or former educators. Spell out abbreviations	Don't use educator-speak or abbreviations that a lay person would not understand.

Front and back printing is appreciated!

Keep in mind while completing your proposal that you are competing with other teachers and schools for limited funding. Call Foundation Liaison at 898-0451 for assistance.