

# Grant Writing Tips!



**Deidra K. Honeywell, Ph.D.**  
**President, DKH Consulting Services, Inc.**

# Notice Inviting Applications



## **NIA – Notice Inviting Applications**

**The NIA is the announcement from the funding agency. It is written by the agency giving the grant and outlines funding criteria and application requirements.**

# MSAP Two Major Goals

- **Reduce, prevent, eliminate MGI – racial, ethnic, SES**
- **Improve achievement for all groups**

A dream  
becomes a goal  
when action is  
taken toward  
achieving it...

# Past Successes MGI

- **Full school**
- **All applications**
- **New or reopened**
- **New staff**
- **Transportation**



# Past Successes Achievement

- **Evidence-Based Programs & Standards-Based Curriculum**
- **Teacher Training/Follow-up**
- **Coaching**
- **Monitoring Instruction**



# Important Decisions

- **Site locations**
- **New or existing**
- **Full-school or school-within-a-school**
- **Zoned students?**
- **Superintendent support**
- **Community support**

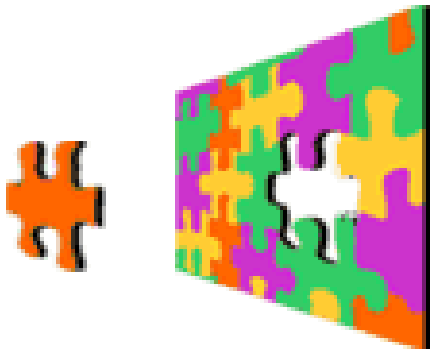


# Pre-Writing Steps

- **Read the NIA carefully**
- **Outline components**



# Grant Sections



part to whole

- Abstract
- Competitive Preference Priorities
- Desegregation
- Project Design
- Management Plan
- Management Plan
- Personnel
- Evaluation
- Budget

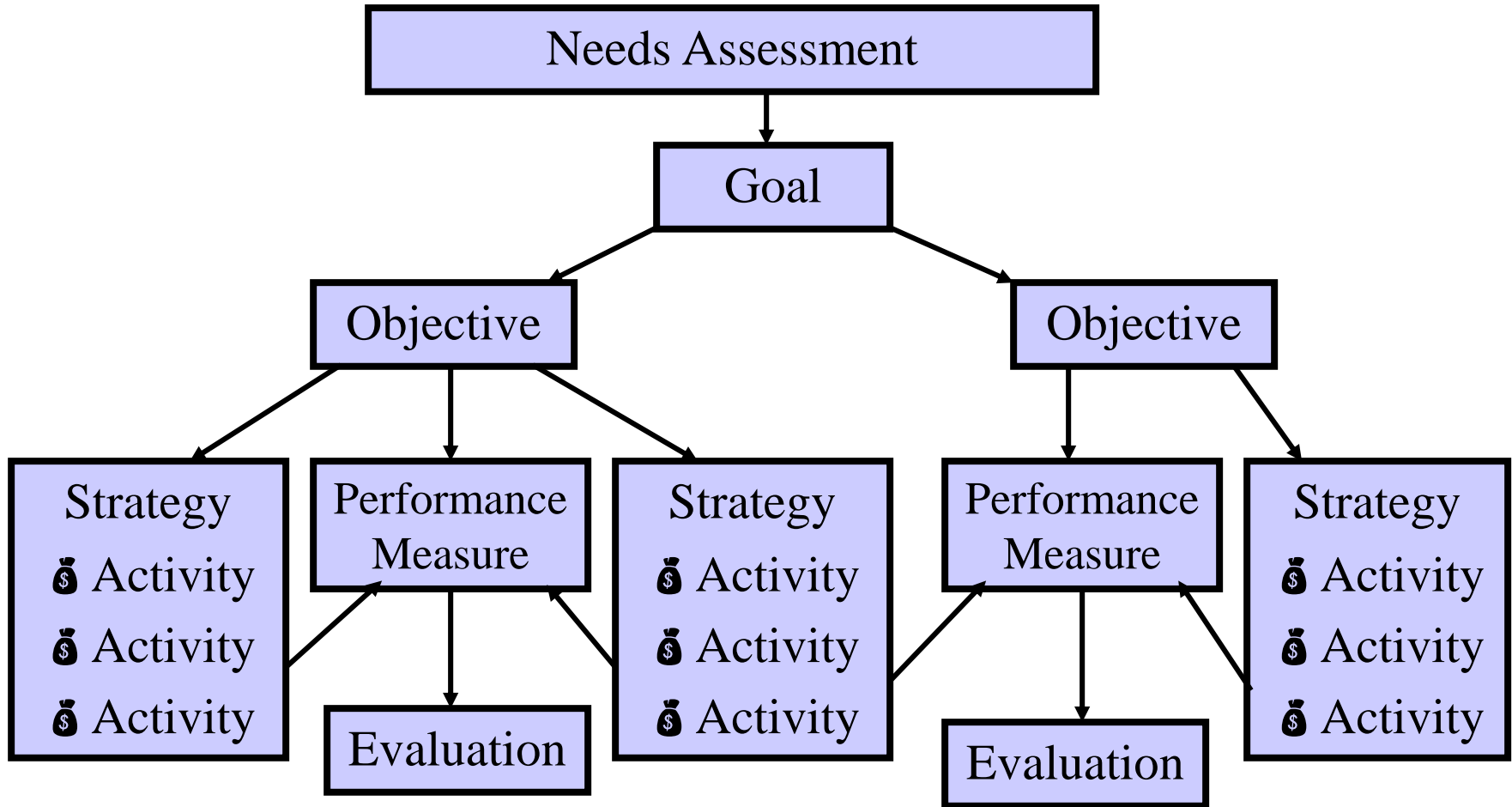


# Grant Organization

- Determine district / school needs.
- Identify evidence-based program(s) to meet identified needs.
- Determine data needed for each section.
- Assign data gathering tasks.



# A Grant Proposal Overview



# Need

Describe in terms of MSAP grant purposes



# Goals and Objectives



**Must be aligned with  
need data.**

# Goal



**Broad statements of purpose, stated in general terms. May be something that will not happen in a few years. Ex. “All students will meet state standards in reading.”**

# Performance Measures



# Performance Measure - Example

**Minority group  
isolation of Hispanic  
students at ABC School  
will decrease from the  
baseline (49%) by 5  
percentage points by  
Sept 30, 2019.**



# Coordination



- How will this program compliment or duplicate existing programs?
- What agencies, groups, etc. will be involved and what is the level of their involvement?



# Benefits - Dissemination

- Of what benefit is the program to the neighborhood, district, county, state, or other communities? How does the program address state or national needs?
- How will you share program information and results with others?



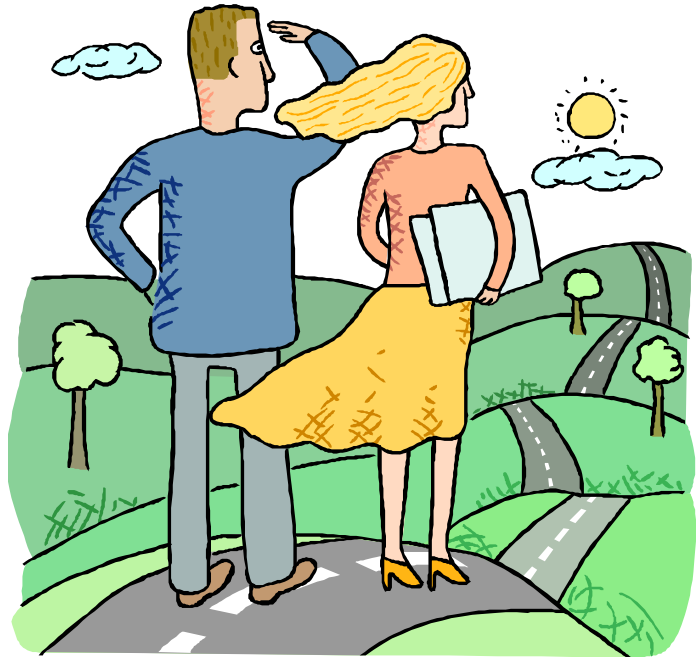
# Budget

- List specific items.
- List costs in whole dollar amounts.
- Salaries must include fringe benefits.
- All items, requested in the budget, must be explained and included in the project description. (Align specific budget items to proposal activities)



# Sustainability

- After the funding cycle, how will this program be continued?
- How has/will the district provide ongoing support?



# Common Mistakes

- Deadline was not met.
- NIA guidelines not followed (exact order).
- Did not match USDE priority(ies).
- Text not clear and/or information missing.
- Budget did not match proposed activities
- Incorrect grammar, typos, unsubstantiated claims, & complicated text
- Request reviewers comments.



# Hot Tips

- Work as a team
- Match criteria in NIA
- Use charts and diagrams
- Be creative, but realistic
- Submit a professional product
- Support ideas with research
- Keep it simple!
- Avoid acronyms
- One writer
- Edit!



# Overview

**For every minute spent in organizing, an hour is earned.**

**-Benjamin Franklin**

**Organizing is what you do before you do something, so that when you do it, it is not all mixed up.**

**-A. A. Milne**





**Dr. Deidra K. Honeywell, President**  
**drdeidra15@gmail.com**  
**727-587-0935**