**TEN TIPS FOR WRITING A SUCCESSFUL
ACHIEVE FOUNDATIONTEACHER GRANT APPLICATION**

Do you have an idea for a project or activity that will enhance your students' learning and enrich the classroom experience, but you need some extra money to make it happen? Then you should apply for a Teacher Grant from the Achieve Foundation of South Orange & Maplewood. The application is short and straightforward, not difficult to complete, and grant-writing advice is available. Don't be discouraged if your proposal was denied in the past. Every year we receive applications for more projects than we can fund, but our ability to make awards is increasing, so we can fund more projects each year. See the tips below to find out what you can do to improve your chances of getting the funds you request.

1. **SUBMIT A CREATIVE AND INNOVATIVE PROPOSAL.** The most successful projects not only fill a need but also enhance the educational experience in an enriching, resourceful, and imaginative way and are clearly aligned with district goals for our students.

2. **MAKE SURE THE PROJECT'S OBJECTIVES AND TIMELINE ARE ACHIEVABLE.** Be sure your project can be completed over the course of this school year. Awards will be made in December, and projects should be finished by the end of the year (or over the summer, in the case of certain workshops or administrator summer grants)**.** If follow-up beyond the grant year is needed (for example, equipment maintenance), explain how it will be handled and funded.

3. **THE MORE STUDENTS WHO BENEFIT, THE BETTER.** If the project involves several groups of students, can be repeated in future years, or contains elements that can be shared with other teachers or classes, be sure to let us know.

4. **COMPLETE FULLY ALL STEPS IN THE GRANT APPLICATION.** Incomplete grants cannot be considered. (The *Grant Application Criteria and Check List* will be helpful.)

5. **SELECT A DESCRIPTIVE PROJECT TITLE AND WRITE A SUCCINCT SUMMARY.** A name that directly conveys your project's goals and is easy to associate with the project is very helpful to the grants review committee. Pay special attention to your grant's objective, which is the summary that will be used as a reference in all lists of grant applications. The statement of your objective should not exceed two sentences; most projects can be well described in one. Explain your project concisely, and summarize the grant's purpose, needs, and relevance clearly.

6. **MAKE IT EASY TO READ YOUR APPLICATION.** Remember that the grants committee has to read approximately 100 proposals in a short time and will appreciate applications that are neat, clear, thorough, and to the point. Gear your writing for lay readers, and explain any references to materials or programs that a non-professional might not readily know or understand.

7. **CONSIDER YOUR PROJECT'S SUSTAINABILITY.** Grants that have other funding sources and community partners that increase the grant's long-term impact are looked upon favorably. If you know of an additional funding source to contribute a portion of the funding for your project, let us know, so that we can consider providing matching funds.

8. **PROJECT YOUR COSTS CAREFULLY. Your grant may be rejected if its budget is incomplete, inaccurate, or unrealistic.** Itemize the budget, breaking it into categories such as: materials and equipment, staff, and transportation. Make sure the numbers add up! Avoid listing estimated or rounded costs or miscellaneous expenses. For more information, consult **Tips on Creating an Itemized Budget.**

9. **OUTCOMES ARE VERY IMPORTANT.** Show how you will measure the project's results. After the grant term, you'll be required to submit an evaluation along with your receipts and budget comparisons

10. **THE ONLY WAY TO RECEIVE A GRANT IS TO APPLY!!** Check lists of past grants to get an idea of what projects have been successful. Speak to successful teacher applicants for their advice on applying. Call grants committee chair Elise Howard at 973-762-5513 for the name of a colleague who has offered grant-writing assistance, or if you have any other questions.

NEW: FIND OUT WHAT DISTINGUISHES A SUPERIOR GRANT APPLICATION. For further guidance in writing and organizing your grant application and to understand how the grants committee will evaluate your project, consult the Grant Application Review Criteria Rubric.