

Tools and Resources to Prepare a Successful Grant Application for Your School

1. Are you the one for me?

- Identify the right funder, including the type of funding
- Learning more about the funder
- Find out funding criteria
- Application deadlines
- What is the application process
- Does the funder request a letter of intent?
- Is there an application form you have to fill out?

2. Getting to know you

- Contact information
- About your group and your school
- Amount requested
- Project summary
- Project description
- Attachments (e.g. letter of support)

3. Your Project – Think it Through

- Provide a detailed description of your project, including specific details
- Why are you undertaking this project?
- What are the goals of your project, what are you trying to achieve?
- When will your project start and when will it end?
- Will other funders, groups support your project through funds or in-kind donations?
- Cite evidence that there is a need for your project
- Why is this project important to your group and the students at your school – what are the benefits of your project?
- Statistics, quotes, other resources which support your need for the project
- Describe who will be involved in your project – students, teachers, parents, businesses, organizations and their role in the project
- Do you know of other similar successful projects in other schools?

4. Your Project – A success story!

- What will you measure?
- How will you measure the success of your project?
- Can you think of any other indirect benefits for students or your community?
- Share your vision with your funder!

5. Show your school's support

- Get a letter of support from a teacher or even better your principal
- Ask an environmental organization to support you
- Send a picture of your group or school

6. General tips for grant writing!

- Be concise, clear and concrete – bullet points are often better than paragraphs
- Make sure there are no typos or mistakes
- Get someone to proof-read it
- Do not include unnecessary information
- List ways of how you will recognize a funders support (for example: logo on re-usable water bottle)

7. You got it! Keep track for easy reporting.

- Keep a simple activity log for yourself to collect numbers and events
- Keep track of objectives and how you met them
- #takepictures – pictures say more than words
- Collect quotes from students and participants

8. True Love!

- Say thank you! A big thank you!
- Send a report with pictures and a short success story of your project
- Get a someone to testify about how awesome your project is