

## So You Want to Write a Grant?

**First Steps – Answer the following questions on paper before you begin seeking your funding sources**

1. How much money do you need/are you requesting?
  - a. You need an exact budget and justification
  - b. It is helpful to show money you already have
2. What are you going to do with the money?
  - a. Staffing (salaries and benefits)
  - b. Books, materials, and supplies
  - c. Travel and conferences
  - d. Service and other operating expenses
  - e. Indirect costs
  - f. Other contracts or other
  - g. Professional Development
  - h. Program Evaluation/management
3. Who is your target audience?
  - a. Which students and why?
  - b. Community
4. What are your outcomes for the students/school?
5. What does the research say? (if applicable)
  - a. What are current needs?
  - b. What will your money accomplish?
6. How do you know you are going to get the outcomes you want?
7. How are you going to evaluate the project/program?
8. How are you going to sustain the project?
9. Who are the key players at your site/in your program?