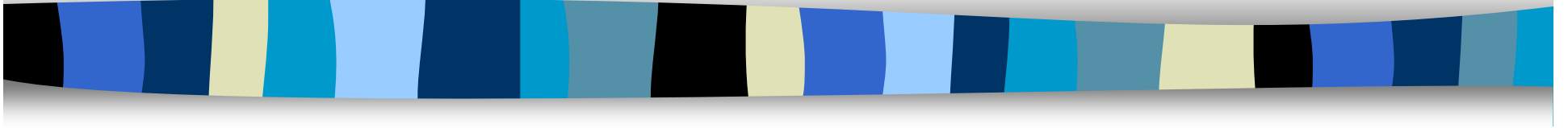


Proposal Writing Tips for Teachers



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The Field Museum



Sources of Funding

- Individuals
- Foundations
- Corporations
- Associations, nonprofit organizations, community foundations



Grant Applications

- Best Buy Te@ch
- Captain Planet Foundation
- Illinois Schoolyard Habitat Action Grant Program
- EEAI Mini-Grants



Researching Potential Funders

- 1) Match the funder's interest to your project
- 2) Follow the guidelines
- 3) Put it in Writing!



Planning – Things to Consider

- Timing
- Materials Needed
- Number of students involved
- Curricular links
- Administrative Buy-in



Contents of a Proposal

- Executive Summary
- Statement of Need
- Project Description
- Budget



Project Description

- **Goals**
 - Broad, general statement of what your project will accomplish
- **Objectives**
 - Measurable outcomes in a specified period of time



Project Description (cont.)

- How will the work be accomplished?
- Who will do the work?
- When will the work be done?
- How will the proposed work link to school curricula & learning standards?



Project Description (cont.)

- Evaluation
 - Measure the outcome or product
 - Analyze the process
 - Measure the affect of the project on student learning



Budget

- Expenses
- Income (Fees, Other Sources of funding)
- Budget Narrative



Supporting Materials

- IRS 501(c)3 Letter of Determination
- Financial Documents
- Maps and Pictures



Packaging Your Proposal

- Cover Letter
 - Reference Recent Contact
 - Request for Funding
 - Your Proposal Package Contents
 - Offer to Answer Questions
- Appendix & Supporting Materials



Submitting Your Proposal

What's Next?

- Contact with funders
- After the Proposal



Contact with Potential Funders

- The Initial Contact
 - The Beginning of a Partnership
- Personal Contact
 - Telephone Conversations or e-mail
- Cultivating Relationships After You Submit the Proposal



The Answer is YES!

- Write a Thank You Letter
- Keep the Foundation Informed about the Project's Progress
- Know the reporting requirements
- The Renewal Request



Your Proposal is Turned Down

- Don't Take it Personally
- Find Out Why
- Inquire About the Prospect for Future Funding
- Move On - Seek Out Other Prospects



Questions?

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