Peggy Downs

Learn and Lead, Together

My mission: to help 100 charter school leaders write successful grants in the next 5 years

Grant-Writing Worksheet

1. Who do you want to help?

   People: _____

2. What problem do you want to solve?

   Problem: _____

   _____

3. What do you want to do?

   Plan: _____

   _____

   _____

4. What are your expected outcomes and how will you know if you met goals?

   Progress: _____

   _____

   _____

5. Write a purpose statement for the grant proposal:

   _____ (**who**) struggle with

   _____ (**problem**). I want to help by

   _____ (**doing what**) so that

   _____ (**what will be better?**).

   For example: Many high school students struggle with organization and time management. I want to help by providing a specialized curriculum to teach these skills in Advisory so that they can be successful in school and in their future careers.

6. Develop an action plan.

   1. _____
   2. _____
   3. _____
   4. _____
   5. _____

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7. How will you know if you succeed? Set measurable goals and determine benchmarks.
    1. _____
    2. _____
    3. _____
    4. _____
    5. _____
8. Create a budget that supports the action plan. Amount requested: _____
    1. Salary costs:
    2. Benefits costs (25% of salaries):
    3. Supplies (curriculum and classroom):
    4. Supplies (office and other):
    5. Technology:
    6. Contract Services:
    7. Other:
    8. Total:
9. Create a timeline for each action.

Charter School Grants
How to Save Time and Write a Better Grant
By Peggy Downs
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