

GRANT WRITING BASICS

Develop the Proposal Idea

- Identify project components (see 'project planning' on page 2)
- What is the goal? Be SMART! (see below)
- What is the project?
- Who is the target population?
- Why is this needed?
- Where will it be implemented?
- When will it take place?
- Who will implement it?
- How will it be implemented?

Develop SMART Goals

"SMART" goals help improve achievement and success. A SMART goal clarifies exactly what is expected and the measures used to determine if the goal is achieved and successfully completed.

A SMART goal is:

- **Specific (and strategic):** Linked to position summary, departmental goals/mission, and/or overall School of Medicine goals and strategic plans. Answers the question—Who? and What?
- **Measurable:** The success toward meeting the goal can be measured. Answers the question—How?
- **Attainable:** Goals are realistic and can be achieved in a specific amount of time and are reasonable.
- **Relevant (results oriented):** The goals are aligned with current tasks and projects and focus in one defined area; include the expected result.
- **Time framed:** Goals have a clearly defined time-frame including a target or deadline date.

Here's a short and fun video to learn more about SMART goals:

http://www.youtube.com/watch?v=3v0Jja52B2o&feature=player_detailpage

Writing Tips

- Read the application thoroughly!
- Follow all instructions
- Organize yourself and your thoughts before writing
 - Consider writing an outline
- Be clear and concise
- Be specific
- Be thorough
- Make a case!
- Avoid jargon and slang
- Answer the six questions: who, what, why, where, when and how?
- Have a friend or colleague proofread

Project Planning

Take some time to think out the details of the project.

WHO?

- Who is doing the planning?
- Who is taking part in the event?
- Who else do you need involved (trainers, speakers, volunteers, etc)?
- Clearly define roles and responsibilities among project planners

WHAT?

- Break out specific tasks
- Project planners decide who will complete tasks and by when
- Determine what materials are needed
- Plan meetings to help move the project along – check in on tasks and answer questions
- Determine where the project and planning meetings are taking place

HOW?

- Think through every aspect of the project
- Write it down
- Take meeting notes
- Maintain accountability

Budget Basics

- Identify costs associated with completing the project
- Get REAL information – check stores, the internet, ask around, etc.
 - A budget is an estimate, not a 'guess-timate!'
- Provide detail and list out

Examples

- Equipment
 - 10 basketballs @ \$2/each = \$20
- Supplies
 - 5 reams of paper @ \$15/each = \$75
 - 12 shovels @ \$3.99 = \$47.88
- Printing – get quotes
- Postage
 - o Estimate how many mailings
 - o Multiply by cost of stamp

Transportation

- Cost of rental vehicle
- Mileage
 - o Check the IRS website for up-to-date mileage rates
 - o <http://www.irs.gov/uac/2013-Standard-Mileage-Rates-Up-1-Cent-per-Mile-for-Business-Medical-and-Moving>
 - o Estimate number of trips and miles you will drive

o 5 trips x 10 miles/trip x \$.565/mile = \$28.25

Today's Date: September 20, 2017

Tell Us About Your Project

1. What is the name of your project? "Let's Run Grant Project"

2. In which school district will this project take place?

Ansonia

DERBY

Naugatuck

Seymour

Shelton

Multiple school districts- specify:

3. What group(s) will be targeted by this project? (Check all that apply.)

Pre-K students

Students in grades K-8

High school students (9-12)

School faculty and staff

Parents of students

4. In what school or schools will the project take place? Derby High School

5. Who will be primarily responsible for making this project happen and oversee the day-to-day operations of it?

Name: Eric O'Toole

Job title or affiliation with school system: Physical Education and Health Teacher

Address: 75 Chatfield Street

Phone Number (Work): (203) 736-5032

Phone Number (Cell): (203) 232-6448

Email: eotoole@derbyps.org

6. **Who are the key leaders of this project? Select up to four leaders (but can be less). These people will work with the person who is responsible for the planning and implementation of the project. Write "none" on the first line if the only person working on the project planning and implementation is the same person as above.**

Person 1

Name: Eric O'Toole

Job title or affiliation with school system: PE/Health Teacher at Derby High School

Address: 75 Chatfield Street, Derby, CT 06418

Phone Number (Work): (203) 736-5032

Phone Number (Cell): (203) 232-6448

Email: eotoole@derbyps.org

Person 2

Name: Martin Pascale

Job title or affiliation with school system: Derby High School Principal

Address: 75 Chatfield Street, Derby, CT 06418

Phone Number (Work): (203) 736-5032

Phone Number (Cell):

Email: mpascale@derbyps.org

Person 3

Name: Rachael Caggiano

Job title or affiliation with school system: Derby High School Assistant Principal

Address: 75 Chatfield Street, Derby, CT 06418

Phone Number (Work): (203) 736-5032

Phone Number (Cell):

Email: rcaggiano@derbyps.org

Person 4

Name: James Rosa

Job title or affiliation with school system: Physical Education Teacher Derby Middle School

Address: 73 Chatfield Street, Derby, CT 06418

Phone Number (Work): (203) 736-1426

Phone Number (Cell):

Email: jrosa@derbyps.org

Describe the Project

7. **Briefly describe your project idea.**

We would like to add a treadmill and stair climber to our Fitness Center, which services Derby High School students, as well as Derby Middle School students, during and after school hours.

8. **Describe your target population. Who will benefit from this project?**

Our target population will be grades six through 12. All students in the previously stated grades will benefit from using this equipment, and have the opportunity to utilize it over the period of several years.

9. What type of positive change do you hope to see in your target population as a result of this project?

We would like to improve the overall fitness and physical conditioning of our students. We could also use the cardiovascular equipment as a rehabilitation tool for student-athletes recovering from sports-related injuries.

10. What will you do to make your project happen?

Activities: What needs to be done to achieve this project?	Who will do this? (Specific names wherever possible; if not, use descriptors such as project coordinator, classroom teacher, school nurse, volunteer, etc.)	Explanation (if necessary)	Date activity will be complete
Perform Pre and Post Assessments	Eric O'Toole (PE Teacher)	Organize the results of Fitness Testing	September 26, 2017
Collect Data	James Rosa (PE Teacher)	Evaluate all 4 components of Physical Fitness Test	
Analyze Data	Martin Pascale (Derby High School Principal)	Physical Fitness assessments are utilized throughout the school year for data reporting to the State of CT. This data directly relates back to the school and it's overall rating.	Ongoing throughout the school year.
	Rachael Caggiano (Derby High School Assistant Principal)		

11. How will you determine whether your project's goals have been achieved? Provide at least 3 SMART objectives (Specific, Measurable, Achievable, Relevant, Time-based) and indicate how the outcomes will be measured. See examples below and further explanation in the attached Grant Application Writing Guide.

SMART GOAL # 1

By the end of June 2018, 100 percent of students enrolled in Physical Education classes will meet the requirements of the Connecticut Physical Fitness PACER Test. These requirements have been set forth by the state of Connecticut.

SMART GOAL # 2

By the end of June 2018, 100 percent of students enrolled in Physical Education classes will demonstrate a decrease in their resting heart rate, which will be based on pre and post data.

SMART GOAL # 3

By the end of June 2018, students enrolled in Physical Education classes will demonstrate a decrease in the mile run timing, as a result of continuous cardiovascular training.

Proposed Budget

The maximum amount you may request is \$1,500.

Examples of typical expenses are listed in #1-4; please delete/change to reflect the expenses for your project.

Itemized Expenses:	Dollar amount (\$)
1. Equipment (specify) Nordic Track c990 Treadmill Kettler Montana Stepper Resistance Exercise Bands	\$700.00 \$700.00 \$100.00
2. Supplies (specify)	
3. Transportation	
4. Printing and copying	
5. (other-specify)	
6. (other-specify)	
7. (other-specify)	
8. (other-specify)	
9. (other-specify)	
TOTAL:	\$1500.00

Budget Terms & Definitions

Equipment = Includes items such as fitness equipment, team t-shirts, photo or video cameras, tools such as scales, shovels, hoes, tables, chairs, pedometers.

Supplies = Includes arts and craft supplies, healthy foods, napkins, paper cups and plates, prizes, posters.

Transportation = Rental of buses or mileage.

Budget Justification

Please use this section to explain each of your itemized expenses above. For example, if under equipment, you list food scales or shovels, please indicate what they will be used for.


Nordic Track c990 Treadmill - Utilized to improve cardiovascular fitness
Kettler Montana Stepper- Utilized to improve cardiovascular fitness
Resistance Exercise Bands - Utilized to improve flexibility, which will decrease the susceptibility of injuries related to physical fitness and sports.

Signatures



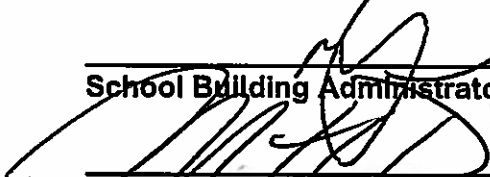
Grant Applicant (Individual responsible for proposed project)

Date 9/20/17



School Building Administrator

Date 9/20/17



District Superintendent

Date 9-25-17

Additional Signatures (if more than one building or school district will be involved)

Title

Date

Title

Date

Title

Date

Title

Date

Title

Date