

**School Grants Made Easy**  
**Table of Contents**

**I. Module 1: Introduction**

Preface

Lesson 1 Three Primary Types of Foundations

Lesson 2 Writing a Summary Statement

Resource Sheet: *Template for Writing a Summary Statement*

Lesson 3 The Importance of Storytelling in Grant Writing

Resource Sheet: *Eight Storytelling Tips and Techniques*

Lesson 4 Finding a Foundation to Fund Your Project

Resource Sheet: *Free and Fee-based Resources for Grant Writers*

Lesson 5 Eight Typical Sections of a Foundation Proposal

Resource Sheet: *Eight Typical Sections of a Foundation Proposal*

**II. Module 2: The Executive Summary**

Lesson 6 Three Critical Points for Your Executive Summary

Resource Sheet: *Typical Items Included in an Effective Executive Summary*

Lesson 7 Three Top Tips to Remember

Lesson 8 Q&A

**III. Module 3: Description of the School**

Lesson 9 Three Purposes of the Description of Your School

Lesson 10 One Top Tip to Remember

Resource Sheet: *Checklist of Important School Information to Gather*

Lesson 11 Seven Typical Items to Include in Your Description of Your School

Resource Sheet: *Checklist of Seven Typical Items to Include in the Description of the School Section of Your Proposal*

Lesson 12 Q&A

**IV. Module 4: Need Statement**

Lesson 13 Three Purposes of Your Need Statement

Lesson 14 Four Typical Items to Include in Your Need Statement

- Lesson 15 Gathering Information and Data to Support the Need for Your Project
- Lesson 16 Three Top Tips to Remember
- Lesson 17 Q&A  
Resource Sheet: *Platforms to Save and Share Documents*

**V. Module 5: Description of the Project**

- Lesson 18 What the Description of Your Project Is and What It Should Include
- Lesson 19 Goals and Objectives for Your Project  
Resource Sheet: *SMART Objectives*  
Resource Sheet: *Six-Step System for Writing Measurable Performance Objectives*
- Lesson 20 Three Top Tips to Remember  
Resource Sheet: *Measuring Behavior to Evaluate Project Effectiveness*
- Lesson 21 Personnel Needed to Complete Your Project
- Lesson 22 The Road to Project Sustainability
- Lesson 23 Q&A

**VI. Module 6: Project Management Plan and Timeline**

- Lesson 24 What Your Project Management Plan and Timeline Is and What It Does
- Lesson 25 Six Typical Items to Include in Your Project Management Plan and Timeline
- Lesson 26 Two Top Tips to Remember  
Resource Sheet: *Project Management Plan and Timeline*  
Resource Sheet: *Timeline of Project Activities*  
Resource Sheet: *Flow Diagram and Project Timeline*
- Lesson 27 Q&A

**VII. Module 7: Evaluation of the Project**

- Lesson 28 The Big Question Project Evaluation Answers
- Lesson 29 Three Top Tips to Remember
- Lesson 30 Two Types of Data to Collect
- Lesson 31 Two Times to Collect Data
- Lesson 32 Three Ways to Collect Data  
Resource Sheet: *Online Survey Tools*
- Lesson 33 Internal vs. External Evaluator

- Lesson 34 Six Questions Your Project Evaluation Should Answer  
Resource Sheet: *Designing Your Project Evaluation*
- Lesson 35 Q&A

### **VIII. Module 8: Project Budget and Budget Justification**

- Lesson 36 The Difference Between Your Project Budget and Your Budget Justification  
Resource Sheet: *Sample Budgets*  
Resource Sheet: *Sample Budget Justification*
- Lesson 37 10 Top Tips to Remember  
Resource Sheet: *10 Tips for Writing Your Budget and Budget Justification*
- Lesson 38 Q&A

### **IX. Module 9: Appendices**

- Lesson 39 What You Really Need to Know about Appendices
- Lesson 40 Six Typical Items to Include in Your Appendices
- Lesson 41 Five Top Tips to Remember  
Resource Sheet: *Guidelines for Creating a Memorandum of Understanding (MOU)/Memorandum of Agreement(MOA)/Partnership Agreement*  
Resource Sheet: *Partnership Agreement*  
Resource Sheet: *Determining the Content of Your Appendices*