

TIPSHEET: WRITING GRANT APPLICATIONS



All Steps!

How do I use this tool?

Applying for grants can be daunting, so we've created this tool to guide you through the grant-writing process. There are so many great grants available, and even more reasons to GO FOR IT! Grants can be an excellent way to engage the school and the greater community; they provoke feelings of accomplishment and pride, and can contribute to a HAPPIER & HEALTHIER school community.

Grants can provide funding to help you in your objective to create a healthier school community. The more often you apply for grants, the easier it becomes!

Keep reading for some great tips on writing and applying for grant applications, as well as some tips on how to get students involved.

1. Engage your Healthy School team!

- Discuss the opportunity to apply for a grant. Share ideas that would require funding and ask if anyone would like to help. In addition to any member in the Healthy Schools Team who would like to help out, look for volunteers, such as:
 - A parent who is familiar with grant application writing. They could help with writing process and provide a neutral opinion
 - A partner such as public health who tend to have lots of experience with applying for grants
 - A student! Some have already applied for scholarships or jobs, and have experience with applications
- At the end of the next page, see tips on How to Get Students Involved

2. Do your research and Choose your grant

- Check out our 'funding options' on our website for some ideas
- Consider the granting organizations objectives and how your school could benefit from this grant. How does this grant align with your school activities and strategies or is there a new activity or strategy that could be designed around this grant?
- If you are just starting out, smaller grants are easiest to tackle, but don't limit yourself!

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3. Familiarize yourself with the application,

- Clearly identify:
 - Grant Purpose
 - Deadlines
 - Requirements
 - Goals & Objectives of the organization

4. Engage the broader community

- Some grants prefer letters from community partners or evidence that you're working with the broader community
- Don't be afraid to ask those you've worked with or those you'd like to work with

5. Begin writing the grant!

- Understand your audience: Make sure your idea is easily understandable as different granting organizations have different approaches for reviewing applications. Some might be reviewed by volunteers or community members, so make sure your request could be easily understood by anyone reviewing it. Do not use acronyms.
- Follow instructions: Be sure to read any guidelines/background information before submitting any application. You don't want your application to be disqualified for not following a simple instruction like exceeding word limits and/or requesting budget items that are not covered by the organization.
- Answer the questions that are being asked.
- See the end of this document for more tips on grant application content.

6. Review, Reform and Refresh

- Review: Look over the grant; is it comprehensive, engaging and focused? Are the requirements and objectives met? Have someone else review your grant
- Reform: If not, what can be changed? Outside opinions are helpful in this step
- Refresh: Does our application stand out? How can we enhance it? Perhaps there is the opportunity to include individual stories, photos, social media posts, or videos.

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7. Submit

- Save the document in an area where it can be accessed for future grant applications
- Ensure that your administration and teaching partners are aware that you are submitting
- Once all the hard work is done, hit the submit button
- • Whether you're successful or not, you can take pride in the success and learn for future applications.

Getting Students Involved

It can be challenging to bring students into the grant writing process but here are some tips to do just that:

- **Use pre-existing student organizations**.....guide students with the tasks, such as planning the initiative, choosing the grant or writing the grant
- **Use student ambassadors**.... to engage students and speak about the issue/elaborate on potential improvements
- **Use class time**... turn grant writing/initiative creating into a class project.
- **For example**, you could draft a project where students in your class create an initiative to reduce sugary drink consumption in the school; this may align with a nutrition grant that could support this class initiative

[See Grant Application Content on next page.](#)

GRANT APPLICATION CONTENT



Stick to these two general concepts: **SHAPE & SELL**

SHAPE

Funders are going to look for project proposals that embody or enhance their visions and goals, so find their explicitly listed purpose or mission statement.

Not all grants may match with your initial project idea but projects can be **SHAPED** to better suit funders' goals. Some grants may encapsulate **multiple** visions.

For example: you want to create a campaign to encourage students to be more physically active before and after the school day and there is a grant that helps fund projects to improve local environmental sustainability. Find an idea that would serve both goals, such as promoting the use of active transport, like biking or walking to and from school. That way, students are encouraged to be active before and after the school day **AND** the project will reduce the emissions that contribute to climate change.

Some may have special requirements, such as using your project as a promotional tool, so you will have to consider these aspects!

Co-Writing Grants: don't be afraid to **ask/team up** with other groups/organizations, even if the grant does not require it (it may lighten the work load and help you build deeper partnerships). You could partner up with local before and after school programs, the library, recreation centre, or local sports organizations, but regardless of location, proceed in a direction both parties could benefit.

SELL

It's up to you to sell your project! **WHY** should they fund your project? **WHAT** will it add to the well-being of the school community and environment? Getting more funds for your school is great but having a clear idea for how the funds will be used to improve your school community paints a clearer picture to demonstrate the benefits of the grant.

In summary, follow these 8 questions below to help establish and strengthen your project grant proposal.

GRANT APPLICATION CONTENT



Clearly identify:

1. **WHO** is your target group/ **HOW** many people you will impact? You don't necessarily need to list numbers but use strong language, "Through this project we are hoping to reach members of the entire school community, including students, staff and parents."
 - Larger grants generally require a greater community impact
 - Grants application that identify a more wide spread impact (ones that involve the community) are generally more successful
2. **WHAT** are you goals for the project?
3. **HOW** will your project achieve these goals? This includes an explanation of the project itself.
4. **HOW** will your project impact the community, school etc.?
5. **HOW** does your project align with their goal(s)? It cannot be understated how important answering this question is; this is where the majority of the **SELLING** comes in!
6. **WHERE** will this project take place? This aspect can be key, especially if you are targeting marginalized or priority populations.
7. **WHAT** is the timeline for the project?
8. **HOW** will the funds be allocated? Not all grant applications ask for this, do you best to estimate and ask for outside advice, this can be tricky!

Formatting

Make the application look appealing: consider both the **layout** & the **content**^{1,2}

- Format, font, text size etc.,
- Convey ideas as clearly and positively as possible
 - Disorganization can be displeasing
- Common mistakes: long paragraphs, unnecessary content, poorly designed table figures crowded text, too many adjectives (be concise) and spelling/grammatical errors
- If allowed, include photos, stories, videos, or social media posts that help highlight why your school should receive the grant