PENDLETON SCHOOL DISTRICT 16R
GRANT GUIDE

*Please consider the following when applying for grants.

Avoid the impulse to chase the money just because there's an opportunity.
- Even if you hire a project director, consider how much work will need to be assumed by existing staff (implementing activities, handling fiscal tracking and reporting, reporting and documenting project progress, providing administrative support).
- Assess whether the grant would significantly benefit the organization or whether it merely would be nice to have. If the latter, you run the risk of stretching the organization beyond its core mission or diverting it from more essential functions.

Collaboration and partnerships almost always strengthen a proposal and a project.
- They leverage resources.
- They demonstrate community support.

Be prepared to produce non-grant funds to help support the project.
- Often matching funds are required, but even if they are not, grantors usually prefer not to be the only funding source.
- If you use in-kind support as a match, be prepared to document and report on the amount and value of staff time, donated equipment, etc.

When considering whether to apply for a grant:
- Involve the people who will be implementing the project; don't impose it on them without their ownership.
- Evaluate the impact on the organization as a whole, e.g., whether staff time and resources would be diverted from more important work.
- Develop a plan for sustaining the project (or its results) when the grant ends – you may need to address the question of sustainability in the proposal, and your plan may influence how you design your project.
- Decide how you will construct the evaluation process - will you need an external evaluator or an internal monitoring committee?

Proposal Basics:
1. Be true to your mission.
2. Do your homework.
3. Don't force the match.
4. Follow the instructions.
5. Appearances do matter.