

Do's

- Make sure the proposal supports school improvement plans, supports the District Goals, and complies with district standards for technology, if the initiative has a major technology component.
- Remember to include your Principal and/or Department Director in planning.
- Contact Amy Bradbury, Grants Coordinator, prior to submission for assistance – reviews, brainstorming, editing, etc.
- Check and re-check to make sure your grant package is complete.
- Make sure all grant proposals are correctly formatted and free of grammatical errors.
- Visit <http://www2.leon.k12.fl.us/sites/grants/default.aspx>.

Don't

- Operate in isolation. The entire school district is a team and all can benefit from any one school or group of schools receiving a grant.
- Forget spell check. I have read several grants from schools that had misspelled words in the mission statement!
- Falsify information or promise more than can really be achieved in a proposal.
- Get discouraged. Good grant writers are happy to get 1 in 8 proposals funded.