

## Grant Writing 101 for Teacher's

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### Definitions

*Eligibility:* conditions applicant organization must meet, such as being a school or a non-profit. If your organization does not meet eligibility requirements, do not spend time on an application.

*Funding Priorities:* communicates application requirements such as specific issue, target population, or approaches. If your project does not meet the funding priorities, do not spend time on an application.

*Selection Criteria:* communicates the criteria application will be evaluated on. These are the areas your application should address.

#### Commonly used selection criteria

- Quality of project management
- Quality of project services
- Quality of project personnel
- Adequacy of resources

*Need for the Project:* applicant identifies the magnitude or severity of the problem that will be addressed by the proposed project

*Significance:* applicant identifies the importance of the problem or issues to be addressed

### Preparation:

- Follow suggested formatting
- Structure according to priorities made in the available information about grant
- Start well ahead of deadline to make room for asking questions of program officers administering grant
- Justify budget according to the proposed project activities
- Make sure budget is accurate, reasonable, and necessary
- Proofread
- Obtain letters of recommendation or proof of partnership letters well ahead of deadline
- Obtain organization identifying information well ahead of time

- Read request for proposal thoroughly, and consider how your proposal aligns with award criteria.

Department of Education

<https://www2.ed.gov/about/offices/list/osdfs/grantwrite101.pdf>

Federal Grant Writing Information

### Getting Started Checklist

The grant process encompasses a lot of steps that are completed by different groups. Below is a checklist of the main steps in this process with links to more detailed information on each one.

- Familiarize yourself with the overall [Grants Lifecycle](#)
- [Determine your eligibility](#) for funding opportunities on Grants.gov
- Identify the right [types of funding opportunities](#) for you
- Learn about the [reporting requirements](#) you will need to comply with if awarded funding
- [Search for](#) the specific grant you will apply for
- Confirm that you are [eligible](#) to apply for that grant
- [Register](#) with Grants.gov
- [Apply](#) for the grant

Grant Lifecycle Timeline

Grants.gov brings together Federal awarding agencies and applicants, helping to streamline the grant process. Read below to learn more about the roles of Grantors and Applicants in the Federal grant lifecycle.

The grant process follows a linear lifecycle that includes creating the funding opportunity, applying, making award decisions, and successfully implementing the award. The specific actions along the lifecycle are grouped into three main phases. Each of the three phases has its own page that provides a more detailed look at the process:

1. [Pre-Award Phase - Funding Opportunities and Application Review](#)
2. [Award Phase - Award Decisions and Notifications](#)
3. [Post Award - Implementation, Reporting, and Closeout](#)

More information: <https://www.grants.gov/learn-grants/grants-101.html>

## ListSerts

To be notified of the availability of grant opportunities for Great Lakes/ Environmental Literacy and Stewardship Projects, subscribe to the following list serts:

DEC Delivers: Sign up for a range of topics that might interest you, including Great Lakes News, Funding and Events: <http://www.dec.ny.gov/public/65855.html>

NY Sea Grant List serv:

<https://visitor.r20.constantcontact.com/manage/optin?v=00181hjIAJ2FDYS47I6strfIRXzsaDG4NP>

US Forest Service Citizen Science Newsletter: <https://us12.list-manage.com/subscribe?u=58f60e84433fe6f33c9f43749&id=1255fc6ce8>

US Environmental Protection Agency Great Lakes News email list: <https://www.epa.gov/great-lakes-funding/great-lakes-news-email-list>

Great Lakes Commission Great Lakes Email Groups sign up: <https://www.glc.org/email-groups>

Parks and Trails New York: <https://ptny.us11.list-manage.com/subscribe/post?u=cb02cf4dc11b9a3c353635710&id=428a0a61c6>

National Geographic Updates: <https://give.nationalgeographic.org/page/49156/subscribe/1>

North American Association for Environmental Education: <https://naaee.org/eeepro/about-eeepro>

Reinstein Woods Environmental Education Center Educator Newsletter: Email name and contact information to [teachered@reinsteinwoods.org](mailto:teachered@reinsteinwoods.org)