

Grant Proposal Tips

Project Title: Select an interesting name for your project. Many winning proposals use acronyms. Others use a gentle play on words such as, "Look What I Did: Students Sharing Inventions". A catchy name helps your project stand out.

Project Summary: State simply and clearly what your project is about. Include enough detail so a person not familiar with your situation would understand what you want to do. The seriousness of the problem should be clear from the narrative, making a reviewer receptive to the solution contained in the proposal. Clarity should be the guiding principle.

Who Will Benefit: Include information here about your specific target group. Use actual numbers of students involved. This section adds credibility to your proposal.

Project Objectives: These are the goals you hope to achieve from the activities you have set up. Objectives should include the hoped for outcomes - who will be involved and who will benefit. Show clearly how LEGO DACTA products help accomplish the objectives of the project. Make sure you have the latest LEGO DACTA brochures. Your LEGO DACTA representative can provide supporting literature and help arrange for training.

Program Activities/Methods: Elaborate here how your program will achieve its' objectives. Describe each step and include any special event plans.

Evaluation: Devise clear and effective means for assessing the project results. Even if an evaluation plan is not requested by the funding agency, include one in your proposal.

Budget: Spell out the budget items clearly. Build your project budget realistically. A 10% buffer and a 7% allowance for shipping costs are often reasonable items to include.

Other Sources of Support: Where possible, describe how you are coordinating support from different organizations and agencies. This additional support (sometimes referred to as support-in-kind) demonstrates the general appeal of your project idea. Cost sharing and matching funds are key ingredients of successful proposals.