

2020-2021 School Year

**GRANT WRITING**

**WORKSHOP**

The

*Ascension Fund*

Promoting Academic Excellence



# History

- Founded in 1991 by the Gonzales Rotary Club
- Initial Endowment Pledges reached \$800,000
- Endowment Currently stands at \$1.5M
- Endowment Interest + Annual Fundraising generates approximately \$50,000+/- for grants each School Year
- Last year, we funded 45 Grant totaling \$50,000

# Mission

The Ascension Fund,  
an instrument for private sector leaders  
*to reward and inspire  
excellence in education,*  
invests directly in the work of individual  
teachers and schools through grants for  
*innovative ideas and programs*  
in Ascension Parish public schools.

# Grant Programs

- ◎ \$500 Teacher Grants
- ◎ \$1,000 Teacher Grants
  - Teachers can only apply for one teacher grant each year
- ◎ \$2,500 School Impact Grants
  - Teachers may apply for a Teacher Grant and also collaborate on a School Impact Grant

# Grant Timelines

- May 1, 2020 – Application Deadline
- July 2020 – Verification of Eligibility
- August 2020 – Award Notification
- December 31, 2020 – Purchases must be complete
- January 31, 2021 – Unused Grant Funds Expire
- April 1, 2021 – Project Completion Evaluations & News Articles Due

Please keep timelines in mind when you are writing your grant application.  
Can you meet the deadlines, as specified?

# Reporting Requirements

- ClassWallet Purchasing Account
- Grant Revision Form (Optional)
- Grant Extension Form (Optional)
- News Article
- Thank you note to Grant Sponsor
- Grant Evaluation Form

# Grant Rules & Regulations

- Teacher Grants – 1 submission per year
- Teacher Grants are transferrable within the APSB
- School Impact Grants stay with the school with a designated administrator, multiple authors required
- Grants are not renewable
- Failure to meet deadlines and reporting requirements can result in loss of future funding
- Practice good stewardship, grant funds are only to be used as written in your approved grant. Any and all changes must be timely and submitted in writing for approval

# Preferred Grant Projects

Projects that are  
**innovative and creative**  
and can be directly linked to  
**student learning**  
with  
**measurable results**



# Grant Application Parts

- Proposal Summary (20 Points)
- Needs Assessment (20 Points)
- District's Strategic Initiatives (10 Points)
- Project Design (30 Points)
- Method of Evaluation (10 Points)
- Budget (10 Points)

# Project Summary (20 Points)

- Number and description of students served
- Goal / Purpose / Objective of Project
- Description of academic benefit to students
- Describe what makes this project innovative or distinctive from traditional or current teaching methods

*AF Tip: Write this section last!*

# Needs Assessment (20 Points)

- Does this project meet a specific need or problem? How?

or

- Does this project create a new learning opportunity? How?

and

- How did you determine this?

# District's Strategic Initiatives

(10 Points)

- Does the project address literacy initiatives for the struggling reader ?  
How?

or

- Does the project create highly rigorous and relevant learning opportunities for students? How?

# Project Design (30 Points)

- Describe, in detail, the project activities
- Who will participate in the activities?
- When and where will the activities take place?
- What budgeted items will be used?  
How?
- How does this project address your specified Needs Assessment and Strategic Initiative?

# Method of Evaluation (10 Points)

- ① How will you determine your project's success?
- ① How will you show that you met the need, problem or learning opportunity identified in your Needs Assessment?
- ① Is this method clearly identified and measurable? How?

# Budget (10Points)

- Are the items listed included in your Project Design?
- Are the Projected Costs accurate and concise?
- Do your budgeted items meet the criteria of the grant you are applying for?
- Does your budget include items you already have access to at your school?
- Does your budget include prohibited expenses? (Professional Leave or Substitute Pay)

# How to Apply

- ① [www.ascensionfund.com](http://www.ascensionfund.com)
- ② Click on “Grants”
- ③ Click on “Apply for a Grant”
- ④ Download and save the application to your computer before you fill it out
- ⑤ Email it to your principal for their signature
- ⑥ Submit it by email to [info@ascensionfund.com](mailto:info@ascensionfund.com)



# Judging Process

- Applications are scored by a set rubric
- Each Application is scored by 3 Judges
- Maximum possible score from each judge is 100
- Applications are ranked based on their average score from all 3 judges
- Grants are awarded according to rank based on the grant funds that are available.

# AF Grant Writing Tips

- Write your Project Summary Last
- Address each topic *and* in order
- Have other people review your application
- Applications are scored by business people, not teachers
- Grant Applications are NOT compared to each other
- Each Application is scored/judged on its' own content