

# The Music Teacher's Guide to Grant Writing

Presented by Melinda M. Najera

# Getting Started

What do you need?

How much will it cost?

Where will you buy it?

- If buying something, make sure that you get a quote from a qualified representative, and not just website prices.
- Make sure that the quote will be good for at least 6 months with no special sales or deals included.
- Double check to ensure that you can buy the grant items from a school-approved vendor

Is your grant request large? If so, you may want to consider breaking it down and applying for matching grants with several organizations. You will also need to have a plan in place if only a portion of your grant is awarded.

If your grant is a program, make sure you have a budget break-down of where all of the funds will go and who they will go to.

# Project Title

This can be the first thing or the last thing that you write, but it is one of the most important parts of your grant.

The following tips will help you write a great title:

- Use plain language
- Keep it short and avoid unnecessary words
- Use active, forward thinking verbs
- Avoid being generic
- Avoid punctuation and abbreviations

Visit

<https://redwoodink.com/resources/how-to-write-a-winning-grant-title> for more information on writing a good grant title.

# Start Gathering Information

- Most grants ask for a lot of information about all aspects of your organization, school district, and finances.
- Every grant is different and will want different information. Gather as much information at the beginning in order to save time when you find grants.
- This is the most time consuming part of grant writing.
- Be thorough and double check all of your information.
- Once all of the information is written and gathered, the grant writing process will simply be a matter of filling in the blanks.

# Different Types of Grants

You need to be aware of the different types of grants and funding available to you.

- Teacher-centric grants - these grants are for the TEACHER and not the school. Usually in the form of Donors Choose or Adopt a Classroom - these grants actually buy the supplies for you and ship them to you. They do not send you a check.
- School-centric grants - these grants are the most common. These grants give you a check to spend on your students, and the items purchased stay at the school. They do not go with you.

# Finding Grants

- Ask for help. Have any of your colleagues written a successful grant? Does your administration know where to find possible funding? Do you know of anyone who has received funding in a neighboring district? ASK!!
- Simply search the internet - use keywords for your geographical area and types of funding that you are looking for (fine arts, STEM, etc.)
- Start with the following websites that house several grants all in one place:

<https://www.bankofamerica.com/philanthropic/search-for-grants/>

<https://www.jpmorgan.com/solutions/private-banking/foundations/online-applications/search>

## Search for grants

### Find a foundation

Select a foundation name\*

Select



Go

Or

Search by program type\*

All



Area served\*

All



Find

# Find a foundation

Select a foundation name\*

Select

▼

Go Or

Search by program type\*

All

▼

- All
- Animal-Related
- Arts, Culture, & Humanities
- Community Improvement & Capacity Building
- Education
- Employment
- Environment
- Food, Agriculture, & Nutrition
- Health
- Historic Preservation
- Housing & Shelter
- Human Services
- Medical Research
- Medical Care
- Mental Health & Crisis Intervention
- Public & Society Benefit
- Religion-Related
- Youth Development

Area served\*

All

▼

Find

of discretionary charitable foundations. As steward of these philanthropic mission of each donor. Our Philanthropic Solutions to providing useful information for the nonprofit community.

the grantmaking focus of more than 160 foundations. These their grantmaking programs and carry out their philanthropic ir missions, guidelines, application procedures, proposal deadlines

grants primarily in the following states: Arkansas, California, n, Missouri, New Hampshire, New Jersey, New York, Oklahoma,

research and the grantmaking process, we have responded to many

## Foundations on this site

Philanthropic Solutions manages the foundations on this site. Use the dropdown menu on this page to select the foundation you are looking for. **Please note, contact information for each foundation is listed on the foundation's page under "Bank Contact".**

[See a complete list of foundations on this site](#) (PDF requires [Adobe Reader](#)).

## Bank of America Charitable Foundation

Bank of America's own charitable grantmaking program is administered by the Bank of



Foundation	Proposal due	Program type	Area served	Restrictions
<a href="#">Annie Lee Robbins Foundation</a>	March 1	Arts, Culture, & Humanities; Education; Human Services	TX	Preference for Navarro County, TX
<a href="#">Ann L. &amp; Carol Green Rhodes Charitable Trust</a>	March 1	Arts, Culture, & Humanities; Education; Human Services	TX	Tarrant County
<a href="#">The Boyd &amp; Evelyn Mullen Foundation</a>	July 31	Education; Human Services; Health; Medical Research; Religion-Related	TX	Priority for Houston, TX area
<a href="#">Carrie S. Orleans Trust</a>	August 1	Human Services	TX	Dallas County
<a href="#">Clara Blackford Smith &amp; W. Aubrey Smith Charitable Foundation</a>	January 1; August 1	Education; Health; Human Services	TX	None
<a href="#">Crystelle Waggoner Charitable Trust</a>	August 1	Arts, Culture, & Humanities; Human Services	TX	Texas
<a href="#">David and Betty Sacks Foundation</a>	February 1	Animal-Related; Arts, Culture, & Humanities; Education; Human Services	TX	None

# Annie Lee Robbins Foundation

Proposal due	March 1
Program type	Arts, Culture, & Humanities; Education; Human Services
Area served	TX
Restrictions	Preference for Navarro County, TX

## Mission

Annie Lee Robbins was born and raised in Corsicana, Texas. She loved children and animals, loved to read and was active in Kinsole Hose, a Corsicana women’s social club. Miss Robbins created the Annie Lee Robbins Charitable Foundation to benefit the citizens of Navarro County.

Her greatest wish was that a senior citizens meeting place be established in the Corsicana community. Her dream became a reality in 2000, when the Senior Activity Center was completed.

## Guidelines

If there are not any qualified 501(c)(3) organizations as such in Navarro County, then distributions can be made to qualified 501(c)(3) organizations in the state of Texas.

## Application & procedures

This trust is managed by the Texas (TX) office.

### Procedures

[PDF](#) | [Microsoft Word](#)

[Apply Now](#)

[Return to an application in progress](#)

[Online application help \(PDF\)](#)

(PDF requires [Adobe Reader](#))

### Bank contact

To discuss the application process or for questions about this foundation, contact us:

# Online grant application

## Foundation finder

To locate foundations who provide funding in your geographic region and/or for your program area, you may search by:

- Foundation name and/or
- Location and/or
- Program areas

### Search Criteria

Foundation name (minimum 4 characters):

State: **Select A State**



### Program Area(s)

☐

Animal Welfare

☐

Arts and Culture

☐

Civic Activities

☐

Community Development

☐

Education

☐

Environment

☐

Health and Medical Research

☐

Human and Social Services

☐

Religious

☐

Scientific

**SEARCH GRANTS »**

### Web Maddox Trust

Charitable organizations and charitable purposes in Tarrant County, Texas that do not receive funding from United Way. [See More Information](#)

### Dora Roberts Foundation

For the support of arts, social service, health and education with preference to organizations in the Big Spring, Texas area. [Minimize](#)

State(s):	TX	<b><u><a href="#">Complete an Application</a></u></b>
Program Area(s):	Arts and Culture, Human and Social Services, Health and Medical Research, Education	
Decision Dates:	December	
Deadline Dates:	September 30	

### Smallwood Foundation

For the support of charitable purposes within a hundred mile radius of Dallas/Fort Worth, Texas metroplex; a hundred mile radius of Gainesville, Florida and a hundred mile radius of Minden, Nevada. [See More Information](#)

### Moor Foundation

Grants support charitable organizations in El Paso, Texas. [See More Information](#)

# Writing the Grant

- If you struggle with writing, find a friend or colleague who would be willing to help
- Find writing examples that you can use to help guide your writing and ask to see a successfully written grant
- Do NOT copy someone else's work
- Have your curriculum specialist, administrator, or colleague help you make sure that your goals and objectives for your grant are written appropriately and are measurable.
- Be aware of the application process of each grant and if it is worth your time and energy
- Do not write yourself into a corner with your grant - be aware of what happens to your grant items/money after you get it

# Using AI

AI is a great resource to use when writing, but there some things to remember:

- Familiarize yourself with the program before using it to help you write
- Clearly articulate your project's goals, objectives, and specific information, because the more precise your instructions, the better the AI can assist you
- AI may not fully understand the context or nuances of your specific grant
- Always review and edit generated content to ensure accuracy and relevance
- AI's lack the human touch, so make sure that you personalize each response, don't copy it verbatim
- Do not copy an AI response without checking for plagiarism

Popular free writing AI programs to use:

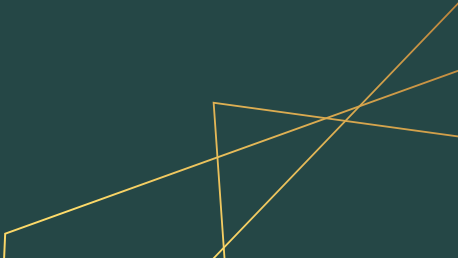
<https://www.grammarly.com/>  
<https://chat.openai.com/>

# Proofread

- Proofread before you submit!
- Have a colleague, friend, or administrator proof to make sure your work makes sense. It doesn't hurt to give this to as many people as possible to ensure that it is written correctly.
- Double check phone numbers, emails, and all contact information
- Be aware of all due dates! Don't rush to get something done - many grant foundations have two yearly dates, not just one



# Now, do it again!

- Submit as many grant applications that you can
  - Don't be afraid to try a grant that may not be a good fit
  - The more you submit, the better the odds will be that you get awarded a grant
  - Be patient! Some grants will take up to a year to be awarded
  - Be aware of the application requirements. Some grants will not let you reapply immediately
- 



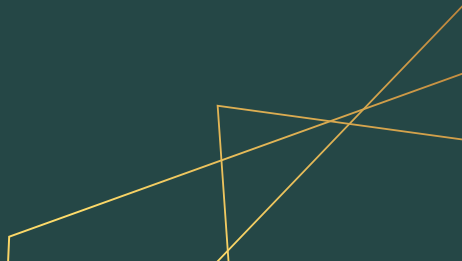
# Getting a Grant

You won't always get every grant you apply for, but once you do get a grant, make sure you follow your district and grant guidelines on how to spend the money.

- Every district is different, so double check with your district CFO about what to do next
- If the grant is a check, it will probably need to be turned in to your school business office - even if it has your name on it!
- Follow your district's purchasing guidelines when spending the grant money
- Make sure you spend the funds **ONLY** on what you wrote for on your grant



# Celebrate!

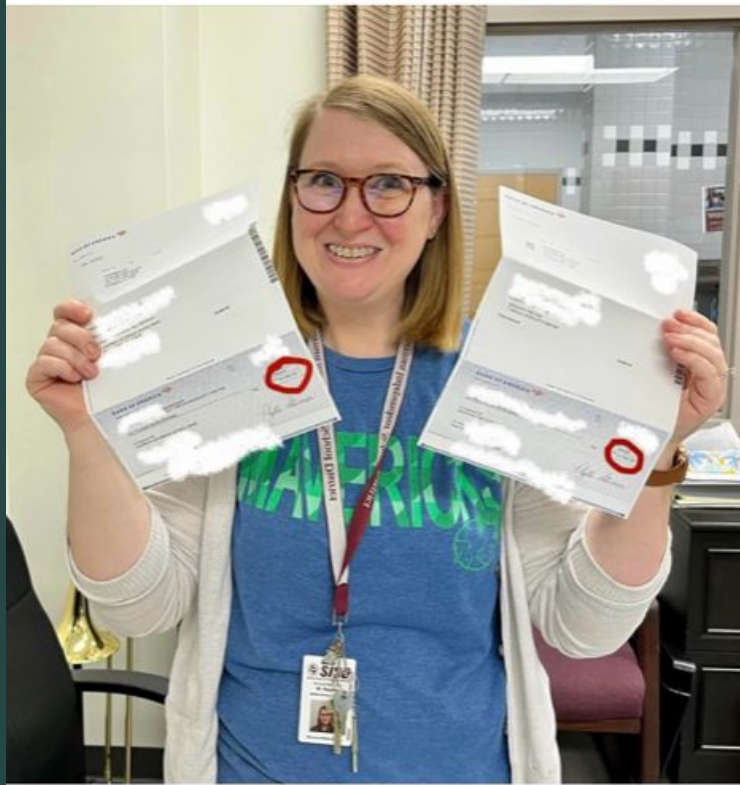
- Make sure to share your accomplishment with your administrators!
  - Acknowledge those foundations and companies who gave you money publicly
  - Post on social media
  - Contact your district media specialist or local news source to let them know of your accomplishment
  - Show your grant money in action
- 



## Sherman Middle School Band

May 18, 2022 · 🌐

That is Mrs. Najera's \$20000 grin. She was awarded TWO \$10000 grants for projects to support our students next year! Thank you Bank of America!!!



## Sherman Middle School · Follow

Oct 7, 2021 · 🌐

Mrs. Najera received a \$19,000 grant from the O. D. Mayor Foundation. The order is starting to come in and it's like Christmas in the band room. This means more kids can have access to quality band equipment! [#buildingbearcats](#)



## MAIN ST @CHERRYROAD DRIVING SUCCESS

Home » Lifestyle

### Band teacher receives \$20K to strengthen programs



HS Associate Band Director Melinda Nieves directs students during their practice. She has been hard at work applying for grants to improve the band program and to add students in affecting some of the most. Courtesy: (REDA, Todd Kishner)



#### Latest Stories

Sherman's Wills earns bronze at Class 5A Region IV swim meet February 9, 2023

Lynn Burkhead - Valentine's Day remains sweet time for a big Texas bass February 9, 2023

Red-hot tactics for February's bass fishing riches in Texas February 9, 2023

J.B. Webb - Rain, wind or cold snow, a fishing I will go February 9, 2023

Outdoors Digest February 9, 2023

Downtown project gets new priorities, improvement needs February 9, 2023

ENTERTAINMENT NEWS February 9, 2023

Wide Holds Veto Power In February 9, 2023

School counseling program at Sherman High School earns statewide honor February 9, 2023

DNC moving the South Carolina primary February 9, 2023



Our local newspaper ran an article about our grants. I was able to send this to the foundation that gave us the funds.

# What happens next?

Once you receive a grant, make sure that you follow up after the funds are spent.

- Most foundations will ask for an accounting of how you spent the funds. They will usually give you a specific timeline and a form to complete.
- Donors Choose asks for photos and an email to send out to donors
- All grants are different, but make sure that you fulfill all of your obligations so that you will be eligible for a grant from them in the future.

# Questions?

Ask me all of your questions!!



# Contact Me!

Here is my information! Feel free to contact me with any questions you may have! I am also happy to send you a copy of a successful grant that I have written!

**Melinda Najera - [mnajera@shermanisd.net](mailto:mnajera@shermanisd.net)**



The background of the slide is a dark teal color. It features several thin, light-colored geometric lines that intersect to form various shapes, including triangles and polygons, scattered across the slide. A large, thin, light-colored rectangular border frames the central content area.

# Thank You!

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