



## Grant Writing Tips

- While matching funds are not required, including matching funds shows a commitment from the providing partners to maximize every state dollar provided. When addressing issues of sustainability, matching funds demonstrate a long-term commitment to continue the program long past the life of the grant.
- Include contingency plans for emergency or unexpected interruptions to the schedule.
- Look for solid connections to curriculum and content standards. For example, an activity involving drama could meet a reading and writing standard, and sport programs could meet health and fitness standards.
- Examine your program activities to find ways to incorporate the school curriculum and state standards. For example, a sports activity could award bonus points for answering an academically related question.
- A sustainability plan should include goals, a timeline to accomplish specific goals, management and partnership roles, and financial sources. Clearly identify steps to obtain financial support and/or in-kind contributions. The management structure should address who does what and when. Staff development should relate to program design as well as support retention. Answer the question, “What does the staff need to be prepared and supported while managing the program during and after the 21st CCLC funding cycle?”
- Provide information on the specific sustainability programs to be implemented, not just the organizational history of raising funds, but a clear description of activities with specific timelines to be implemented to generate funds or in-kind contributions. When possible, use and connect to assessments already completed such as those included in the school improvement plan.
- Use data to demonstrate the needs and resource assessment for the sustainability plan. This is an opportunity to justify the need for your proposed 21st CCLC program. If an external grant writer develops the proposal for your organization, ensure that the program is totally reflective of the capacity and intent of the applicant organization. A constant flow of communication must be maintained to submit an application that the applicant organization can defend.