



7 Tips for a Successful Grant Request

1. Pay close attention to the foundation's funding priorities which include: Program Innovation, Enrichment Programs, and Recognition of Quality Work. More details about the foundation's focus can be found at www.waukeshaeducationfoundation.org.
2. Talk with your principal about your request and solicit his/her support. In that process, you may learn of others in your school with similar goals or project ideas for collaboration.
3. Carefully read the application questions and answer completely, checking for spelling and other errors before submitting.
4. Explain any evidence-based research which may provide a basis for your request.
5. Make sure budget information is well researched. Applicants who provide specific information on how the total budget request was formulated are more successful.
6. Think about sustainability. Will this project continue to provide value after the first year? Or will more resources be needed to continue, and what is the plan to secure those?
7. Ask a colleague not familiar with the project to read your submission and provide feedback.

The 2020 Grant Cycle will open on February 15 with an April 1 deadline. The online form for submissions will be listed on the website (above). Should you have any questions, please contact Melissa Baxter at 262.853.5295 or melissasuanne@yahoo.com.

Thank you for all you do in making the School District of Waukesha a wonderful place for students to learn and grow!