

# Get-a-Grant Guide



## THIS GUIDE IS FOR YOU IF:

- (1) Your PTA needs money to do the things you want to do.
- (2) Your PTA is tired of conducting fundraisers.
- (3) You are done selling “stuff” to raise funds.
- (4) You want to reduce your PTA’s dependence on commercial fundraisers.

Consider applying for a grant – either directly from Virginia PTA, National PTA or another organization, company or agency. **There’s lots of money out there to help organizations like yours!**

Great Ideas!

## Grant Writing TIPS

### BEFORE YOU START WRITING

- ✓ Form a grant committee.
- ✓ Get buy-in from principal.
- ✓ Get executive board approval.
- ✓ Research grants to find best fit.
- ✓ Know why you need the money.

### THE WORK

- ✓ Gather all necessary statistics.
- ✓ Follow all directions.
- ✓ Don’t get creative.
- ✓ Include goals, plan of work and budget.
- ✓ Proofread and review by independent eyes.
- ✓ Include any requested attachments.
- ✓ Be mindful of deadline.
- ✓ President signs the final paperwork.

### AFTER YOU ARE AWARDED

- ✓ Celebrate.
- ✓ Advertise... send out a press release!
- ✓ Plan.
- ✓ Review contract to be certain grant is a match.
- ✓ President signs contract.
- ✓ Follow up.

## Online Source List

<http://www.grantsalert.com/>  
**Grants Alert**

<http://www.fundsnet services.com/educ01.htm>  
**Funds Net**

<http://www.topeducationgrants.com/>  
**Top Education Grants**

<http://www.grantgopher.com/>  
**Grant Gopher**

<http://www.vapta.org>

<http://www.pta.org>