



Zero Gravity Corporation

Grant Writing Guide



Funding for ZERO-G Education Programs

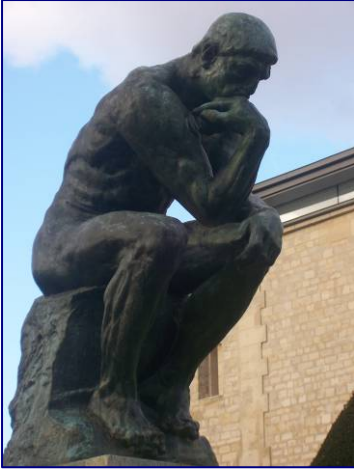
Hands-On Education...Lifetime Inspiration

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Start with a dream – what’s your idea



It’s a lot easier to acquire dollars for your ideas than you might think. Even in tough economic times, funding for education is still available – you just have to know where to look and how to ask!

To get started, sit down and brainstorm. Put your ideas down on paper and write whatever comes into your head. What do you want to achieve? Are you developing a student program or seeking professional development opportunities? Who will participate? Do you have a curriculum focus like science, art, mathematics, reading, history, engineering or technology?

Once you have a couple of ideas to work with, begin to clarify your main goals. Spend some time focusing your ideas and how to accomplish them.

Asking for funding becomes far easier with a well developed idea. That said you should remain somewhat flexible in your program, so you can meet potential funder requirements in order to qualify.

Make it concrete – Formulate a plan

1. What do you want to include? Write a list.
2. What are the costs? Draft a budget.
3. Do you need equipment? Identify tangible items.
4. Where will it take place? Make sure to include travel.
5. What are your time frames? Have a specific timeline.
6. Who will be involved? Name the staff and have resumes if needed.
7. What are the benefits? Include a description of the group that receives the benefit.
8. Are the benefits short or long term?
9. Do you have statistics to support your cause?
10. How will you evaluate program success?



Find the Dollars – Funding Sources

Now that you have a plan, it's time to find a funding source that aligns with your goals. There are many sources for educational funding. Here is a list of main categories:

- ◆ Federal agencies (Federal Department of Education, Department of Labor, Department of Energy, National Science Foundation, NASA, and more)
- ◆ State agencies (check your state agency listing)
- ◆ Non-profit Foundations
- ◆ Major Corporations
- ◆ Small Businesses
- ◆ Community groups (PTA/PTO, district groups, rotary, etc)
- ◆ Fundraisers



Proposal Writing

1. Research the funding source and follow the guidelines to the letter.
2. Realize that the funder probably doesn't know what you are proposing – be specific, factual, clear and direct.
3. Propose a realistic budget that addresses your needs – nothing more, nothing less.
4. Double check that your calculations are correct; you will have to maintain a record of expenditures.
5. Take your time and be thorough.
6. Submit all items that are requested and complete them fully.
7. Meet the deadline.
8. Unless the funder specifically requests not to be contacted, follow up whether you are awarded or not:
 - a. If awarded – thank them and clarify expectations, budget schedule and reporting.
 - b. If not awarded – ask how you could have improved the application or modified the proposal to better align with expectations.





Typical Application Headings

- ❖ Cover Letter – General letter from you, the applicant, to the contact person listed at the funding authority. If no person is given, address the agency as a whole.
- ❖ Title Page – includes all basic information
 - a. Name, address, phone number
 - b. Grant recipient
 - c. Program name
 - d. Total cost of the program
 - e. Summary of program needs and goal (concise and to the point)
- ❖ Problem Statement – outlines the main problem and how you plan to solve it; write to emotionally move and motivate the reader. Demonstrate that by providing dollars for your program, the funding agency is part of the solution.
 - a. Define the problem/need. (Make sure the funding group has indicated a focus that addresses that problem. For example, do not send a grant request for your science project to an agency that focuses on art.)
 - b. Show how your project will solve the problem/need by clearly presenting your objectives.
 - c. Describe the individuals that benefit from the need being met and how many there are.
 - d. Be sure to include long-term benefits for any secondary groups. (For example, a teacher who participates in the ZERO-G Education program impacts the students he/she has that year. Assuming the teacher continues to use the curriculum, his/her future students also benefit from the same experience.)
- ❖ Goals – Present your goals and objectives as part of a larger vision for the program. Excite your audience and generate passion to solve a growing need or problem.
- ❖ Action Plan- details, details, details – show the funding group your step by step plan to achieve success.
 - a. Provide a specific set of activities – use a timeline if appropriate.
 - b. Explain the materials and services needed for the program and how they will be used.

- ❖ Staff, Facilities, Equipment – Describe the staff, facilities and equipment for the program. Include resumes or areas of specialization for key people if requested.
 - a. Include a list of partners if appropriate along with a set of roles and responsibilities for each.
 - b. If staff time, facilities and equipment are provided in kind (either by you or partners), be sure to mention it as part of the grant and include it in the budget.
- ❖ Evaluation – Detail the methods to be used for evaluating the success of the program. Define the measures and include a narrative of the process for obtaining the data (for example, online or paper surveys, cumulative or summative, internal or third party evaluation, etc.)
- ❖ Budget – It is critical to be thorough and realistic.
 - a. Document all revenue (if any) and be sure to include matching dollars such as free use of facilities, donated equipment or time volunteered by staff.
 - b. Document all expenses including shipping, travel, etc.
 - c. Identify the individual responsible for managing the budget.
 - d. Describe the accounting procedures that will be followed to ensure the money is spent in accordance with the funding guidelines.
- ❖ Supporting Information
 - a. Statistical support [Include ZERO-G evaluation reports and lists of articles on informal science experiences, hands-on learning, real world application, career opportunities, etc.]
 - b. Letters of Support or Recommendation

Resources

These resources are by no means exhaustive – they are just a beginning to help you get started on your search. The best place to start is with your school’s business partner or PTA/PTO organization.

1. *Web sites for additional writing support:* These sites provide tips, tricks, checklists, advice and more on writing grants.

www.fundsnetservices.com/grantwri.htm

www.proposalwriter.com/pointers.html

www.proposalwriter.com/checklist.html





2. *Web sites to find funding:* These are sites where grant opportunities are listed or sites that offer a listing of additional sites to seek funding.

Federal Government Funding site: www.grants.gov

NASA's Space Grant Consortium Web Sites – By State:

[http://www.nasa.gov/offices/education/programs/national/spacegrant/home/Space Grant Consortium Websites.html](http://www.nasa.gov/offices/education/programs/national/spacegrant/home/Space_Grant_Consortium_Websites.html)

Various Grants: www.grantsalert.com

www.grantsnet.org

www.education-world.com

www.grantwrangler.com

Technology Grant Focus: <http://www.technologygrantnews.com/grant-index-by-type/educational-technology-grants.html>

Lists of additional grant sites: www.grants4teachers.com

More Help

As always, ZERO-G staff is available to offer support with your efforts. For more information or assistance with your grant, please contact Michelle Peters, Director Education Programs, Zero Gravity Corporation at Michelle@GoZeroG.com.

