



VENTURA
Education Partnership
INVESTING IN CHILDREN - ENRICHING OUR COMMUNITY

Top 10 Tips for Writing a VEPGrant

Ventura Education Partnership (VEP) works hard to raise funds to support innovative projects in Ventura Unified School District. We want your project to be successful and are committed to supporting you in the application/grant process. We welcome your questions and feedback and are here to help.

1. Begin **work on your application early** in case a question arises and you need help.
2. **Have compelling educational outcomes** for your project and ensure that your methods/activities support those outcomes.
3. Review the grant timeline. **Is your project timeline realistic?** Can you complete what you are proposing in the time available?
4. You must submit the project budget on the VEPGrants Budget Form. **Does the budget make sense?** It should support the project narrative. Double check math as errors undermine credibility. Taking the time to plan a strong budget can help you earn a grant award AND it will facilitate the ordering/project implementation. Consider that seasonal items can be harder to get in the off season.
5. **Applications must remain anonymous** and will be disqualified if identifiers are included beyond the point specified in the Google Forms application such as your name, the name of your school or work site, mascot, names of VUSD employees, etc.
6. Simple prose that **tells your project's story** is preferable to acronyms and jargon.
7. The best proposals find the balance between **providing enough detail** so reviewers can visualize what you are wanting to accomplish while remaining concise.
8. Make sure your **Grant Agreement** has actual signatures (Principal or Direct Supervisor Signature)
9. **Understand the grant criteria**. Review the Scoring Priorities.
10. Ask a friend for an **independent review of your proposal**. Ideally, this person does not know about your project and doesn't work in education. They can help you clarify areas they don't understand. And, they can tell you how inspired they feel to support the project as proposed.

For questions or additional information please contact VEP Board Members:

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