

How do I submit a School-Based Grant?

1. Find Funding	<ul style="list-style-type: none">• Discuss project with your principal to ensure that it aligns with school & AACPS priorities.• Find a funding source that can support the proposed project
3. Develop Your Proposal	<ul style="list-style-type: none">• Carefully review the application and what you need to meet all application requirements.• Develop your goals & objectives, project timeline, budget, and all required pieces of the application.• Consider including school data and letters of support whenever possible. Remember that this is your opportunity to share the story of your school.
4. Finalize Application	<ul style="list-style-type: none">• Carefully review the draft narrative to make sure you have completed all required pieces of the application.• Make sure the budget is accurate and all calculations are correct.• Double check your application to ensure that it is typo-free and that you have followed all formatting guidelines. Consider having a colleague or family member review the application to make sure your project is clear to an outside reader.• Share the completed application with your principal for final review and approval.
5. Submit Application	<ul style="list-style-type: none">• Compile all pieces of the application package and follow the funder's guidelines to submit online, by email, or by mail.
6. Track Award Decision	<ul style="list-style-type: none">• Receive notification of award decision and begin your project!• If awarded, report the grant on your school's Annual Partnership Collaboration Form.

We're here to help!

While the Department of Partnership, Development & Marketing (PDM) cannot provide extensive writing support for school-based grants, we do offer a number of resources and services to support you and your school-based grant writing team.

Contact us for:

- Potential school-based funding resources on the [PDM Funding Opportunity Page](#).
- Grant manuals, check-lists, and other general application resources.
- Templates and narrative samples to help with your own grant writing.

Contact Us!

Michelle Szczepaniak, *Grants Specialist*
410-222-5370 | mszczepaniak@aacps.org