### How do I submit a School-Based Grant?

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<th>Step</th>
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| 1. Find Funding | - Discuss project with your principal to ensure it aligns with school & AACPS priorities.  
- Find a funding source that can support the proposed project. |
| 2. Develop Your Proposal | - 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. |
| 3. Finalize Application | - 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 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. |
| 4. Submit Application | - Compile all pieces of the application package and follow the funder’s guidelines to submit online, by email, or by mail. |
| 5. Track Award Decision | - 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!**

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