

## Tips for Grant Writing....Courtesy of Keep Cobb Beautiful

- Do your homework – KCB has provided Online Resources and Garden Bibliographies which provide the “How To” of establishing a School Garden or Outdoor Classroom for your school. Read, research, and have a clear picture in your mind of WHAT you plan to establish, HOW your plan may be accomplished, and WHAT materials and resources you need to accomplish your plan. Make sure you can defend your selected request...how will this project prove valuable to the strategic needs of your school’s population?
- Meet with your administration and confirm that they support your efforts – Administrative support is vital to the success of a school classroom. Before you expend the time and energy to apply for a grant, make sure you have the support and blessing of your administration.
- Become aware of the businesses and neighboring resources available to your school - Advertise through newsletters and bulletin boards requesting aide and assistance from parents and businesses which may be amiable to your gardening plans. Don’t forget Master Gardeners and Eagle Scouts! Consider using it as a “community garden” during the summer months.
- Visit other Cobb County schools with established gardens – Often seeing a garden in “real time” will spark ideas and serve as inspiration for what may work at your school. Also note that the Atlanta Botanical Gardens offers a magical Children’s Garden and a newly refurbished Edible Garden. Both are worth a visit.
- Read and understand the grant guidelines and requirements – Take the time to carefully read the *Dig’n the Dirt Grant Award Program Rules* including the legal requirements. Construct a timeline and submit your grant ON TIME!
- The appearance of your proposal matters! Keep Cobb Beautiful must receive the necessary information needed to objectively evaluate your grant. Make sure all the necessary forms are submitted with signatures. Also answer the required 19 questions comprehensively and completely. Graphics and photographs can only enhance your grant’s appearance.
- Format Use a readable font type and size, margins of at least one inch, and double-space. Hand written grants with grammar and spelling errors show a lack of preparation on the part of the applicant. Submit a proposal of which you are proud. Have peers with superior writing skills peruse your submission.

**Keep Cobb Beautiful wishes you and your school the best of luck with your grant proposal!**



*Promoting stewardship of our communities through litter prevention, recycling, beautification and environmental education.*