



The Richardson ISD
Foundation

1. Be A Visionary

- *What would you do if money weren't an object?*
- *What will help you and your students grow?*
- *What resources connect to T-TESS/T-PESS competencies?*

2. Consider Your Audience

- *SPELL OUT ACRONYMS!*
- *Stay away from industry-specific language.*
- *Tell your story, and be clear with your ask.*

3. Create a Detailed Budget

- *Remember, you have a \$1,000 limit.*
- *Itemize your budget*
- *Shop around and try to get the best deal.*
- *Include shipping costs and taxes.*





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4. Proofread

- *Make sure that you've adhered to the grant guidelines.*
- *Double and triple-check spelling and punctuation.*
- *Recruit others to help you proofread for acronyms, clarity, grammar, identifying information and spelling.*

5. Understand the Process

- *Give yourself plenty of time.*
- *Be patient and remember that this is a competitive process.*
- *If your grant is not chosen the first time, don't give up. You can resubmit an application.*

*You got
this!*

