

# WISD Grant Facilitation Services

## Who:

The WISD Development Office is available to assist in the creation of grant proposals for any teacher, school, or administrative department.

## What:

Grant facilitation services

## When:

District-wide grant writing workshops held each semester  
Campus-based grant writing workshops upon request  
Individual consultations upon request

## Where:

Community Resource Coordinator, Traci Marlin, is located on the 10<sup>th</sup> floor of the Administration Building. She can be reached at [tmartin@wacoisd.org](mailto:tmartin@wacoisd.org) and 755-9517. Workshops can be held anywhere.

## Why:

Don't be intimidated! Anyone has the ability to write a grant proposal; Let us help. The Development Office also provides services such as printing, copying and mailing proposals to lessen the burden on your department budget.

## How:

To utilize grant facilitation services, please choose the service below and follow the appropriate steps:

### **IMPORTANT: Reporting Grants**

All outgoing applications must be reported to the Development Office and approved by the Superintendent PRIOR to submission! Fill out the Proposal Notification Form in First Class (News-Electronic Forms-Development & Community). Incoming/received grants must also be reported. Send a copy of the "NOGA" (Notice of Grant Approval) to the Development Office via campus mail or fax to 755-9658.

### **Attending district workshops**

Check the professional development department at the beginning of each semester for workshop dates and times. You will receive professional development credit!

### **Hosting campus/department/individual workshops**

Simply send your request to Traci Marlin at [tmartin@wacoisd.org](mailto:tmartin@wacoisd.org). Please include your preference for a date and time, with at least one week's notice.

### **Finding funding sources**

You can research funding sources for your project or program anytime. "RFP's" (Requests for Proposals) are posted weekly on e-Grant Alerts in First Class. The

numbers in the subject line indicate the application deadline. Other helpful resources are:

The Foundation Center:

[http://fdncenter.org/pnd/rfp/cat\\_education.jhtml;jsessionid=ZYTSROGDGDKPDTQRSI4CGXD5AAAACI2F](http://fdncenter.org/pnd/rfp/cat_education.jhtml;jsessionid=ZYTSROGDGDKPDTQRSI4CGXD5AAAACI2F)

US Department of Education:

<http://www.ed.gov/fund/grant/apply/grantapps/index.html>

University of North Carolina list:

<http://www.unc.edu/depts/cmse/grantopp.html>

## **Grant writing**

WISD does not have a grant writer. However, the Waco Foundation employs a grant writer available to the entire community (who happens to be a WISD alumna!). Susan Duecy can be reached at the Waco Library (750-5941) or at [sduocy@wacofoundation.org](mailto:sduocy@wacofoundation.org).

## **Proposal editing**

Send your electronic proposal to [tmartin@wacoisd.org](mailto:tmartin@wacoisd.org) or a hard copy through campus mail to Traci Marlin, Admin, 10<sup>th</sup> floor. Please include your deadline and allow 1-2 days for editing.

## **Printing/copying/mailing services**

So you have finished your proposal and you are ready to send it out? Just give us your final draft and tell us what services you need. We will prepare the appropriate materials for you. Please allow 2-3 workdays. Contact Traci Marlin at 755-9517 or [tmartin@wacoisd.org](mailto:tmartin@wacoisd.org) to arrange services. Jamie Adams (755-9435) can help too.