

When funding becomes available, there is often a very short window of time to prepare and submit your proposal. This worksheet is designed to help you prepare for these deadlines in advance – to save your team time and work!

1. Think about the problem you need to solve.

Define what problem you are looking to solve. Be sure to consider whether this problem is limited to one school or classroom, or if it exists district-wide.

Knowing exactly what problem(s) you want to solve will help you pinpoint exactly what tools, services, and training to ask for in your proposal. This will help you to shape the scope, and potential impact, of your proposal request in order to maximize effectiveness.

2. Be accountable.

Set specific goals for student improvement. Using these goals, draft a timeline that shows your team’s progression – including implementation, training, and key use milestones.

Be prepared to show data and specify how you will track and measure students’ progress.

3. Have a plan ready.

Know who you will need to rely on for support – consider your IT team, teachers, and students – and what kind of training will be needed.

Also think about what kind of ongoing motivation may be required to encourage continuing use and skill improvement.

Feeling stuck? Head over to ATcollective.com to ask questions and get some fresh ideas.