



# Sample Grant Proposal

Use this sample grant proposal to help you in the process of preparing your own request for funding. Check with your state department of education to see if they require a certain format in their request for proposal (RFP). Many foundations also have specific requirements.

This sample grant proposal contains:

- **Sample Cover Letter**
- **Sample Cover Page**
- **Sample Grant Proposal**
- **Sample Letter Format Grant Proposal for Foundations**

**Kurzweil Educational Systems**  
**14 Crosby Drive**  
**Bedford, MA 01730**  
**800-894-5374**  
**[www.kurzweiledu.com](http://www.kurzweiledu.com)**

## Sample Cover Letter for Grant Proposal

*The cover letter should contain a summary of your proposal, introduce your organization and summarize any recent communications you've had with the funding organization. Include the amount of funding that you are requesting, the population it will serve, and the need it will help solve. Try to bring your project to life in the cover letter and actively engage your reader.*

10/06/02

Ms. Joan Atwater  
Executive Director  
ABC Foundation  
13 Hill Street  
Boston, MA 02116

RE: READ TO SUCCEED! PROJECT

Dear Ms. Atwater,

Orchard Middle School is pleased to present this proposal for your review. We look forward to partnering with you to provide a reading intervention program for our students with poor reading skills called Read to Succeed! Orchard Middle School has over 50 at risk students with a reading performance of at least two years behind their current grade level. The objective of the Read to Succeed! program is to help all students with poor reading skills learn to read at grade level and increase their reading speed, comprehension, and reading attention span.

During the last year, we have been piloting the Read to Succeed! program with a small group of students with poor reading skills and have seen dramatic improvements with most of the students increasing their reading ability by one to two grade levels. The Read to Succeed! program provides students with access to assistive reading systems, along with training for classroom teachers and reading specialists.

We have seen measurable success and we are now seeking to expand our Read to Succeed! program to address the needs of all the at risk students in the Orchard Middle School. Our proposal requests \$16,504 in funding to obtain the software, hardware, and training necessary to equip the Orchard Middle School resource room with five assistive reading systems, each including a computer, scanner and assistive reading software.

We appreciate ABC Foundation taking an interest in helping our students develop their reading skills through our new reading program! Please give me a call at 703-555-1212 x342 if you require any further information or have any questions concerning this proposal.

Thank you,

Jennifer Hazelton  
Special Education Coordinator  
Orchard Middle School  
387 Pine Hill Road  
Orchard, VT 02331

# **Read to Succeed! Improving Reading Performance for At Risk Students**

**Submitted to: The ABC Foundation**

**Date: October 6, 2002**

**Jennifer Hazelton  
Special Education Coordinator  
Orchard Middle School  
387 Pine Hill Road  
Orchard, VT 02331  
703-555-1212 x342**

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## Sample Grant Proposal

# Read to Succeed! Improving Reading Performance for At Risk Students

### Project Abstract

*The project abstract should present a concise summary of the project. It should be no longer than a page and include the need for the project and the population it will serve, a brief description of the project and its goals and objectives, as well as the applicant's background and qualifications. Make sure you include the amount of funding that is being sought. Finally, mention how the program will be evaluated to measure the success of the programs. The abstract should be the last section you write.*

The Orchard Middle School, in Orchard, VT is seeking a grant to expand our Read to Succeed! program with the objective of helping all of our at risk students increase their reading skills and to read at grade level using the same classroom textbooks and materials as their peers. The objective is that by the end of the year the students will have at least doubled their reading speed and will have improved their reading skills by one to two grade levels. The Read to Succeed! program is based on the latest research on effective reading instruction. Funding in the amount of \$16,504 is requested for staff training and to purchase the required software and hardware for the school's resource room.

### Statement of Need

*The statement of need should describe the problem that the project will attempt to address. Also, describe the population that will be served.*

Orchard Middle School has 276 students, of which 59 have been determined to be at risk in their reading performance for a variety of reasons including learning disabilities, such as attention deficit disorder (ADD) and dyslexia, or other economic and language-based difficulties. Orchard Middle School is eligible for Title 1 funds and if these students are not given an opportunity to improve their reading skills they are, as studies show, more likely to be truant and drop out of school.

### Program Description

*Describe the project or program and provide information on how it will be implemented. Include information on what will be accomplished and the desired outcome.*

The Orchard Read to Succeed! project will enable at risk students to improve their reading skills through utilization of five computers equipped with scanners and assistive reading software. Students using this innovative reading system will be able to utilize all their classroom materials, including textbooks providing them access to the general curriculum. The students will increase their reading speed and comprehension, which will help them obtain classroom subject proficiency. Included in the Read to Succeed! project will be a day of training for the reading specialist and classroom teachers on the features and use of the Kurzweil 3000 software.

### Kurzweil 3000 Assistive Reading Technology

*Include information on any new assistive technology that you will be using, or attach a brochure from the manufacturer to the Appendix section of proposal.*

Kurzweil 3000 software, from Kurzweil Educational Systems, uses a multi-sensory approach to help students with learning and reading difficulties. The Kurzweil 3000 was developed for people with reading difficulties caused by learning disabilities, such as dyslexia, attention deficit disorder (ADD) and other language based difficulties. The Kurzweil 3000 is research-based assistive reading software

developed with guidance from leading reading experts. It enables all children access to state and national curricula and conforms to today's research focused funding requirements.

With the Kurzweil 3000, a student with reading difficulties has access to textbooks and classroom materials displayed as an exact image on the computer screen. The text is then read aloud using the highest quality, most human sounding synthetic speech while highlighting words and sentences visually on screen.

One of the benefits of using assistive reading technology, such as the Kurzweil 3000, is that students are able access classroom textbooks for increased access to general curriculum materials. This means they can use the same materials used in the classroom and the students are able to continue learning in the least restrictive environment. In addition to reading tools, Kurzweil 3000 includes audible tools to assist word decoding (syllabification and spelling), tools to assist with writing (spell-checking and word-prediction), and a tool that speaks and highlights pages from the Internet, opening up a whole world of knowledge. The Kurzweil 300 can also be used for classroom and standardized test-taking, offering more independence for both the student and teacher.

Assistive reading technology has been shown (e.g., Heckler, L., Burns, L., Katz, L., Elkind, J., and Elkind, K. 2002 ; Elkind 1998) to help poor readers increase reading speed and comprehension, as well as increase attention.

## **References**

Heckler, L., Burns, L., Katz, L., Elkind, J., and Elkind, K. 2002 Benefits of Assistive Reading Software for Students with Attention Disorders. *Annals of Dyslexia*, To Appear December 2002 Volume 52

Elkind, J. 1998. *A Study of the Efficacy of the Kurzweil 3000 Reading Machine in Enhancing Poor Reading Performance*. Portola Valley, CA: Lexia Institute

Wise, B. and Olson, R. 1995 Computer-based Phonological Awareness and Reading Instruction. *Annals of Dyslexia* 45:99-122

Elkind, J., Cohen K., and Murray, C. 1993 Using Computer-based Readers to Improve Reading Comprehension of Students with Dyslexia. *Annals of Dyslexia*, 46:159-186

Olson, R. and Wise, B. 1992. Reading on the Computer with Orthographic and Speech Feedback. *Reading and Writing* 4:107-44

Olson R., Foltz G., and Wise, B. 1987 Reading Instruction and Remediation with the Aid of Computer Speech. In D. Reinking (ed.) *Computers and Reading: Issues for Theory and Practice*, New York: Teachers College Press, Columbia University.

## **Goals & Objectives**

*Describe the project objectives in measurable terms that address the academic and technology needs of the students.*

The goal of the Read to Succeed! Project is to enable at risk students and students with learning and reading disabilities to improve their reading skills to the point where they can succeed in school and develop the reading skills that will prepare them for high school and post secondary education.

Studies have shown that poor readers, who are reading at a grade level or more behind, are more likely to be disruptive in the classroom, truant from school, and at risk of dropping out of high school.

The main objectives include:

1. Providing a measurable increase in reading speed, comprehension, and reading attention span. The objective is that the students will double their reading speed and increase their reading skills by one to two grade levels by the end of the school year.
2. Enabling poor readers to access the general curriculum through the use of assistive reading technology to scan and read their textbooks and other classroom materials.
3. Providing learning disabled students with a multi-sensory reading alternative that will help them increase their reading speed to the point they can read on their own.
4. Helping learning and reading disabled students stay in their regular classroom with their peers, so they can continue learning in a least restrictive environment.

### Timeline

Activities		
Submit Grant Proposal	October, 2002	
Expected Grant Notification	December, 2002	
Obtain Hardware and Software	January, 2002	
Set up Kurzweil 3000	January, 2003	
Training Session for Teachers	February, 2003	
Student Introduction	February, 2003	
Test Initial Reading Speed	February, 2003	
Begin First 12-week Phase	March, 2003-May, 2003	
Test Reading Improvement	June, 2003	
Prepare Results Report	June, 2003	

### Budget

*Include in the budget all expenses for your project, including necessary training costs. Mention any co-funding that you are using from other sources. You may want to include a brief narrative of expenses along with a table of individual cost components.*

The budget includes funds for a Lab Pack containing five copies of Kurzweil Educational System's Scan/Read Color software, along with five computers and scanners. This will provide five independent assistive reading workstations. This will give students the greatest flexibility in using their textbooks and other classroom materials.

	Price	Quantity	Total
Kurzweil Scan/Read Lab Pack (Color) 5-Pack	\$7,095	1 (5-pack)	\$7,095
Software Maintenance Agreement (SMA)	\$709	1 (5-pack)	\$709
Epson 300 Scanner	\$300	5	\$1,500
Dell PC with Monitor	\$1200	5	\$6,000
Training	\$1200	1 Day	\$1,200
			<b>\$16,504 Total</b>

\*Note: Sample pricing is provided for demonstration purposes only. Please obtain current pricing from Kurzweil Educational Systems or your local representative.

### **Evaluation**

*Provide information on the metrics that will be used to determine the effectiveness of the project or program.*

Standardized reading tests will be conducted at the start of the Read to Succeed! program and again at the end of the school year to determine increases in reading speed and comprehension. Additionally, those students with ADD will be tested to determine increased reading attention rates.

### **Staff and Organizational Information**

*Include the staff qualifications, certifications, and skills. Describe the organization and include information indicating the organization's capacity to implement and sustain the program.*

Jennifer Hazelton, Special Education Coordinator, holds a Bachelor's Degree in Special Education from Lesley College. Jennifer Hazelton has extensive experience working with students with severe reading difficulties and was responsible for implementing the successful pilot test program in 2001. She is proficient with learning technology, including computer hardware and software.

Sue Amberson, Speech and Language Pathologist, holds a Bachelor's degree from the University of Vermont and a Master's degree from Boston University. Sue Amberson is working with the students with severe learning disabilities and will be responsible for coordinating participation with classroom teachers.

Joan Freeman, Principal, holds a Master's degree in Education from Colby College. Joan Freeman is providing support for this program and has taken responsibility for parental and community involvement.

### **Appendix**

*Include relevant items in the Appendix including letters of support, research support, organizational collateral, proof of non-profit tax status, annual reports, and manufacturer's brochure.*

- Letter of Support
- Assistive Reading Software Efficacy Study

- Annual Report
- Manufacturer's Brochure

## Sample Letter Format Grant Proposal for Foundations

*The letter format has traditionally been used for proposals to seek funds from private foundation sources. Before sending a letter format proposal to a foundation, you should call or send them a letter of inquiry to make sure that they fund the type of grant you are requesting, and to check on any specific requirements they may have. Remember to attach supplemental materials such as brochures, efficacy studies, annual reports, tax certificates, or letters of support to your proposal.*

**Orchard Middle School  
387 Pine Hill Road  
Orchard, VT 02331  
703-555-1212**

October 6, 2002

ABC Foundation  
13 Hill Street  
Boston, MA 02116

### **RE: READ TO SUCCEED! PROJECT**

The Orchard Middle School in Orchard, Vermont is seeking a grant to provide help at risk students improve their reading skills. These at risk students are currently reading at two or more grade levels behind their peers. The objective of the Read to Succeed! program is to help at risk students improve their reading speed, comprehension, and reading attention span to the point where they are reading at grade level. Funding in the amount of \$16,504 is requested to implement this program and for the purchase assistive reading software and hardware for the school's resource room.

Orchard Middle School has 276 students. Of those 276 students, 59 have been determined to be at risk in their reading skills for a variety of reasons including learning disabilities, such as dyslexia and attention deficit disorder (ADD), or other economic and language based difficulties. Additionally, Orchard Middle School is eligible for Title 1 funds and if these students are not given an opportunity to improve their reading skills, they are at greater risk of falling further behind their classroom making truancy and dropping out of school more likely.

The Read to Succeed! project will provide students with access to five computers equipped with scanners and assistive reading software. Students will be able to see their text books and classroom materials on-screen with words and text highlighted, as it is read to them in a human-like voice. Included in the Read to Succeed! project will be a day of training for the Special Education Specialist and the classroom teachers on the features and use of Kurzweil 3000 software.

The goal of the Read to Succeed! project is to enable students with learning and reading disabilities to improve their reading skills to the point where they can succeed in school and develop the reading skills that will prepare them for high school and post secondary education.



The budget includes funds for a Lab Pack containing five copies of Kurzweil Educational System's Scan/Read Color software and five computers and scanners. This will enable five independent assistive reading workstations. This will give students the greatest flexibility in using their textbooks and other classroom materials. The Kurzweil 3000 is a research-based assistive reading program developed with guidance from leading reading experts.

Standardized reading tests will be conducted at the beginning of the Read to Succeed! program to determine reading speeds and comprehension and again at the completion of the school year to determine the level of improvements. Additionally, those students with ADD will be tested for increased reading attention spans.

We appreciate ABC Foundation taking an interest helping Orchard Middle School implement a program that will help our students succeed! Please give me a call at 703-555-1212 x342 if you require any further information.

Respectfully submitted,

Jennifer Hazelton  
Special Education Coordinator

Attachments