



Grant Writing Guide: Kurzweil 3000

Your guide to preparing successful grant proposals.

Introduction

While writing a grant proposal can be a daunting challenge, there is a great deal of funding available for worthwhile projects. This year the Federal government will provide over \$22 billion to the states for educational funding under the No Child Left Behind Act (NCLBA), which includes an estimated \$3 to \$4 billion for technology. The Educational Technology program will provide \$700 million in grants under NCLBA. Foundations with over \$300 billion in assets will be distributing \$14 billion in funds. Use this guide to help research your targeted funding sources and then prepare your grant proposal. There are a number of free resources on the Internet and at your local library to help you get started. Please let us know when you are successful in obtaining funding for your project!

Writing a Grant Proposal

Grant Proposal Components

Grant Proposal Cover Letter

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.

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, and 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.

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.

Project 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

Goals and Objectives

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

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.

Evaluation

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

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.

Appendix

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

Top 10 Tips on Writing Successful Grant Proposal

Not all proposals receive grant funding, but by carefully writing a grant proposal, researching grant sources, and making use of the following tips your chances for success will increase.

- 1. Funding Research**

Research your funding sources to make sure they are a good match for your proposal. Each grantor has their own set of funding requirements. Go to the grantor's Web site to make sure they fund similar proposals to your own. Make sure that you submit exactly what is called for in the funding requirements. For example, grantors may specify a certain number of copies that must be submitted, or have deadlines for proposal submissions.
- 2. Pre-proposal Inquiry**

Contact the funding source directly through either a phone call or an inquiry letter before you submit a proposal. Find out if your project is the type they are interested in funding, and if they have any particular requirements. It's also helpful to determine the name of the individual that will be responsible for processing your grant request, so that you can follow-up in a month or so, if you haven't heard back from them.
- 3. Elected Officials**

Be careful in using letters of support from elected officials, such as senators and members of congress. Grants makers in government agencies and foundations may resent any perceived pressure and decide not to fund your proposal.
- 4. Timely Follow-up**

Sometimes it can take quite a while for proposals to be reviewed and grants made. It's not unusual for the process to take 3-6 months, as a board meeting may have to approve the grant. If you still haven't received acknowledgment of your proposal after a month, follow-up by phone or

a letter to make sure they received your proposal and to see if there's anything other information they need to make their decision.

5. **Personal Contacts**
It never hurts to have personal contacts within a foundation or state agency. Find out if anyone in your organization knows an executive or board member of a foundation. You can also set up a meeting to visit a state agency or local foundation.
6. **Give Your Proposal Life**
Grantors fund projects they get excited about, so make sure that you make your project interesting and demonstrate the impact it will have. Show them through real life examples how funding your project will make a difference in people's lives; include pictures, personal stories, or even a short video.
7. **Endorsement Letters**
It helps to show that your community supports your project. Include letters of support from parents, teachers, and members of the community.
8. **Attachments: The Winning Edge**
Make sure that you include attachments in your Appendix that support your proposal, such as your organizations brochures, annual report, and newspaper or magazine articles.
9. **Supporting Documentation**
Include proof of your non-profit tax status and any supporting documentation that demonstrates need, such as Title I eligibility. This will speed the decision making process.
10. **Multiple Grant Sources**
Increase your chances of success by applying to more than one grant source, or combine grant sources to fund different aspects of the project.

Kurzweil 3000 Product Information

Kurzweil 3000 assistive reading software, from Kurzweil Educational Systems, uses a multi-sensory approach to help students with learning and reading disabilities. The Kurzweil 3000 was developed for people with reading difficulties caused by disorders such as Dyslexia, Attention Deficit Disorder (ADD) and other learning disabilities. The Kurzweil 3000 utilizes speech and language technology in conjunction with optical character recognition (OCR) to convert the printed word into speech while presenting text that is visually highlighted to make it more accessible to people with learning disabilities.

The Kurzweil 3000 is a research-based assistive reading program 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 Kurzweil 3000, a student with reading difficulties can scan pages of their text books, and a moment later see the scanned text (and any illustrations or graphics from the page) displayed as an exact image on the computer screen. And with the click of a button, it begins reading text aloud using the highest quality, most human sounding synthetic speech while highlighting text and sentences.

One of the benefits of using assistive reading technology, such as the Kurzweil 3000, is that students are able to scan and read 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, the 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.

Other Resources

Learning Disability Organizations

National Center for Learning Disabilities
<http://www.nclld.org/>

The International Dyslexia Association (IDA)
<http://www.interdys.org>

The Learning Disabilities Association of America
<http://www.ldanatl.org>

Learning Disabilities Association of Massachusetts
<http://www.ldam.org>

Council for Exceptional Children (CEC)
<http://www.cec.sped.org>

Online Grant Proposal Information

Online Sample Grant Proposals

<http://www.fdncenter.org/learn/faqs/propsample.html>

The Foundation Center

<http://fdncenter.org>

SchoolGrants PK -12 School Grant Resource

<http://www.schoolgrants.org>

eSchoolnews Funding Information

<http://www.eschoolnews.com/resources/funding>