

Writing a Grant Abstract

The Abstract encapsulates all the components of the proposal and provides an overview of the proposed project; it is basically, the project “in a nutshell.” The Abstract includes the following information:

- The audience—Who or which student populations will the project serve?
- The need/problem—What documented need will the project address?
- The educational goals—What does the project strive to accomplish?
- The performance targets and indicators—Who will do what by when?
- The activities—How will the project be carried out?

Because the Abstract is essentially a summary of the project, it is most effective to write it after the grant proposal is completed. It can be summarized from other parts of the proposal.

Sample Grant Abstract

The <Name of Project> will provide students and teachers with the technological tools, skills, knowledge, and training required for the 21st century. Project <Name> will teach writing, creative writing, reading, phonological awareness, spelling, and computer skills including keyboarding and effective use of the Internet. Sample Elementary School (SES) serves 618 students in <name of city/community>. A 34% growth in student enrollment in the past 2 years has resulted in a significant increase in Economically Disadvantaged and At-Risk students; nearly 68% for both demographic classifications. Many of these students are deficient in basic reading and writing skills necessary to become successful learners. Project <Name> will provide the educational activities and technology to provide effective teaching in reading and writing. The primary educational goal is to improve early elementary children’s reading and writing. The secondary educational goal is to improve the methodologies teachers use to teach reading and writing, specifically using various Internet activities and integrating those into the early elementary curriculum. The first objective is to ensure that students and teachers are competent with the technology applications that facilitate their work and support teaching and learning. The second objective is to provide access to technology so all participants have opportunities to apply newly acquired knowledge and skills. Finally, Project <Name> will teach writing, creative writing, reading, phonemic awareness, spelling and computer skills including keyboarding and the use of the Internet. This initiative will facilitate the integration of writing and technology into K-2 classrooms to enhance the literacy of all student populations. By focusing on primary students, Project <Name> will provide early exposure to and experience with print media so younger students can begin to read and write.