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Prepare and Apply for Grants Template (USA)

# How to use this template:

The templates contain prompts and sections commonly found in requests for proposals.

You will see numerous sections, each included with the following:

* Italicized Information: To illustrate the importance of each of the sections included, there’s a quick description of the section and suggestions of what you should think about when writing yours. You can erase these introductions after you’ve read them.
* [UPPER CASE PROMPTS IN BRACKETS]: These are intended for you to erase and fill in with information for your specific project.
* Normal Placeholder Text: This is suggested wording to include in your RFP, but it should be altered, deleted, or added to as you see fit.

Once you’re ready to begin, delete this page and start filling out your info below. Remember, you can add/edit/delete any wording or sections you see fit for your projects!

# Grant Application Template

This template is designed to help K–12 school districts in the United States prepare and apply for grants supporting improvements in student transportation. Each section includes prompts and suggestions to help you tailor responses to the goals of your district and the requirements of specific grant opportunities.

## Section 1: District and Project Information

Use this section to introduce your district and explain what the project is about. Clearly identify the grant being pursued and provide a concise summary of the proposed initiative.

* District Name: [INSERT DISTRICT NAME]
* Primary Contact Name and Title: [INSERT CONTACT NAME & TITLE]
* Email Address / Phone Number: [INSERT CONTACT INFO]
* Project Title: [INSERT TITLE]
* Grant Name or Source: [INSERT NAME OF GRANT PROGRAM]
* Type of Grant (e.g., Safety, Technology, Green Energy): [INSERT TYPE]
* Application Deadline: [INSERT DEADLINE]
* Brief Project Description: [Provide a short overview (max 200 words) describing the transportation challenge you’re addressing and the proposed solution. Mention key goals and outcomes you intend to achieve.]

## Section 2: Current Annual Transportation Budget

This section outlines your current transportation-related expenses. If applying for funds to offset or improve these costs, highlight them here.

|  |  |
| --- | --- |
| Expense Category | Current Annual Cost (USD) |
| Fuel | [INSERT COST] |
| Driver Salaries & Benefits | [INSERT COST] |
| Vehicle Maintenance | [INSERT COST] |
| Insurance | [INSERT COST] |
| Routing & Planning Software | [INSERT COST] |
| Training & Safety Programs | [INSERT COST] |
| Other (specify) | [INSERT COST] |
| Total | [INSERT Total] |

## Section 3: Projected Expenditures (Next Fiscal Year)

List anticipated transportation-related expenses that this grant will help cover. Include a short description or rationale for each line item.

|  |  |  |
| --- | --- | --- |
| Item | Estimated Cost (USD) | Justification / Description |
| Vehicle Replacement/Upgrades | [INSERT COST] | [e.g., replace aging buses to improve safety/emissions] |
| New Software Implementation | [INSERT COST] | [e.g., routing, tracking, communication tools] |
| Safety Enhancements | [INSERT COST] | [e.g., stop-arm cameras, onboard monitoring systems] |
| Staff Training Programs | [INSERT COST] | [e.g., emergency response, technology use] |
| Electric/Green Fleet Initiatives | [INSERT COST] | [e.g., EV buses, charging stations] |
| Integration with SIS or GPS | [INSERT COST] | [e.g., improved student tracking, data analytics] |
| Other | [INSERT COST] | [Describe additional planned expenditures] |
| Total | [INSERT TOTAL] |  |

## Section 4: Cost-Saving Initiatives

Demonstrate your district’s commitment to sustainable operations. Explain how you’re optimizing costs now or in the future.

* Route optimization and consolidation:

[Explain your current or planned routing strategies and tools.]

* Fuel-saving strategies:

[e.g., fuel-efficient vehicles, driving behavior initiatives.]

* Idle-time and fleet utilization management:

[Describe practices that reduce fuel waste and wear.]

* Use of telematics or software tools to monitor efficiency:

[Include systems used to analyze performance and costs.]

## Section 5: Contingency Planning & Funding Sources

Detail how you currently fund transportation operations, and how you plan to sustain the proposed improvements, even if full funding isn’t awarded.

* Current funding sources for transportation:

[e.g., state funding, local levies, Title funds, ESSER, etc.]

* Alternative funding options being considered:

[e.g., local ballot measures, partnerships, reallocation.]

* Contingency planning if full funding is not granted:

[Describe how you will prioritize or phase elements of the project.]

## Section 6: Grant Impact Statement

Clearly state how this funding will improve transportation services for students. Touch on safety, operational efficiency, access, equity, or environmental benefits.

[Include metrics where possible—e.g., reduced miles, improved arrival times, emissions saved, student ridership increases, safety incident reduction, etc.]

## Section 7: Supporting Attachments

Attach all supporting materials that will strengthen your application. These could include:

* Quotes or estimates for proposed purchases
* Current year transportation budget documents

* Letters of support from district or board leadership
* Case studies or data demonstrating need or potential impact

**Note:** Districts are encouraged to tailor this template to meet specific grant requirements or regional funding opportunities. Check state and local DOE sites for additional grant programs.

# Grant Opportunities

## For Federal Grant:

* [Grants and Programs | U.S. Department of Education](https://www.ed.gov/grants-and-programs)
* EPA Clean School Bus Program: [Clean School Bus Program | US EPA](https://www.epa.gov/cleanschoolbus)
* U.S. Department of Transportation Grants: <https://www.transportation.gov/grants>
* Garrett A. Morgan Technology and Transportation Education Program (GAMTTEP): [Transportation Educational Development for K-12 | FHWA](https://highways.dot.gov/careers/transportation-educational-development-k-12)

## Energy & Infrastructure-Focused Grants

* Renew America’s Schools Program (U.S. Department of Energy): https://dkfoundation.org/improving-k-12-education/electric-school-bus-grants/
* Donnell-Kay Foundation – Electric School Bus Grants: <https://dkfoundation.org/improving-k-12-education/electric-school-bus-grants/>

## Education-Focused Funding Sources

* Title I Funds: <https://www.transit.dot.gov/sites/fta.dot.gov/files/2024-09/Fact-Sheet-Bolstering-Daily-School-Attendance-Through-Transportation.pdf>
* Elementary and Secondary School Emergency Relief (ESSER) Funds: [Elementary and Secondary School Emergency Relief Fund | U.S. Department of Education](https://www.ed.gov/grants-and-programs/formula-grants/response-formula-grants/covid-19-emergency-relief-grants/elementary-and-secondary-school-emergency-relief-fund)

## State-Specific Grants:

* California - Home-to-School Transportation Reimbursement Program: <https://www.cde.ca.gov/ls/tn/tr/>
* New York - Connect Kids to Parks Field Trip Grant Program: <https://parks.ny.gov/environment/connect-kids/grant-program.aspx>
* New Jersey - Safe Routes to School (SRTS) Program: <https://dot.nj.gov/transportation/business/localaid/srts.shtm>
* Michigan - Clean School Bus Grant Program: <https://www.michigan.gov/mde/news-and-information/press-releases/2024/07/31/30m-from-michigan-department-of-education-for-clean-school-buses>
* North Dakota - K–12 Public School Transportation Funding: <https://ndlegis.gov/sites/default/files/committees/68-2023/25.5098.02000-1020am-presentation.pdf>
* Montana - School District Transportation Fund: <https://budget.mt.gov/_docs/PropertyTaxTaskForce/K-12_School_Funding_and_Budgeting_LFD_LSD.pdf>