

PROCESS FOR GRANT SUBMISSION

The SBISD Grants Department seeks to provide high-quality support and assistance to SBISD grant-seekers to maximize the amount of funding available to support all phases of the educational process. When you are submitting a grant application as an employee of Spring Branch ISD, you are representing the district.

Process for Grant Submission:

- 1) Complete the *Summary of Proposed Project* section below.
- 2) Complete the *Permission to Apply for Grants* form.
- 3) Email both documents to the Director of Grants as early as possible before the application is due.
- 4) The Director of Grants will review the request and notify applicants of their approval or denial in submitting grant request. Upon approval notification, you may proceed with the grant application process.
- 5) Prior to submitting the application to the grantor, forward a near final draft of the application to the Director of Grants for proofing and/or editing as soon as possible.
- 6) The Director of Grants will seek the final approval to submit from the Associate Superintendent of Community Engagement.

Please note the following:

- 1) Employees who do not follow this process in a timely manner are in jeopardy of not having permission to submit a grant proposal on behalf of the district.
- 2) A grant offer and acceptance is a contractual agreement between the funder and the grantee (teacher, school, department or district.) The employee should not enter an agreement without prior approval. The Director of Purchasing will review contracts and sign agreements. Some may include SBISD general counsel (Attorney) review.
- 3) Materials awarded through a grant are the property of SBISD. Grant recipients are to use them within the grant project period. After the grant ends, all materials should remain at the awarded campus.

SUMMARY OF PROPOSED PROJECT

Using only the space provided, briefly outline the concept of the proposed project. If relevant, include the estimated number of students to benefit per grade level. Attach this form to the Permission to Apply for Grants form and submit both forms to the Director of Grants via email: julie.hodson@springbranchisd.com.

PERMISSION TO APPLY FOR GRANTS

EMPLOYEE INFORMATION	
Name/Title:	School/Department
Telephone:	Email:
GRANT INFORMATION	
Name of the Grant Opportunity:	
Grantor Name:	Grant Application Due Date:
Grantor Website:	Project Start Date: End Date:
Participating Campuses:	
External Partners (if applicable):	
Does your proposal require technology/software? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Does your proposal require hiring additional employees? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Alignment with Spring Branch ISD Priorities: (check all that apply): <input type="checkbox"/> Literacy & Numeracy <input type="checkbox"/> English Language Learners <input type="checkbox"/> Student Supports <input type="checkbox"/> Career & Technical Education (CTE)	
BUDGET INFORMATION	
Anticipated Budget Request Amount: \$	
Are Matching Funds Required? <input type="checkbox"/> YES <input type="checkbox"/> NO Percentage of Matching Funds Required: _____ % Source of Match _____	

Principal/Director Signature of Approval: _____ Date: _____

For District Use Only	Date Received by Grants Department:
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Associate Superintendent of Academics ☐ Request Approved ☐ Request Denied _____
Date

Associate Superintendent of Administration & Talent ☐ Request Approved ☐ Request Denied _____
Date

Associate Superintendent of Operations ☐ Request Approved ☐ Request Denied _____
Date

Associate Superintendent of Technology ☐ Request Approved ☐ Request Denied _____
Date