



GIVE for GRANTS SUBMISSION GUIDELINES

(This is a read only document - you do not need to request edit access to review.)

The Coppell Education Foundation (CEF) Educator Grant Program is designed to encourage, facilitate, recognize, and reward effective, innovative, and creative instructional approaches that directly impact students while transforming classroom learning.

CISD Educators, we are thrilled that you are considering submitting a grant request.

Please read these guidelines carefully before requesting a grant. Submission of a grant request affirms that you have read and agreed to these guidelines and expectations. Click [HERE](#) for an instructional video to walk you through the process of creating and submitting a grant application.

If you have any questions, please contact the grants team at grants@Coppellisdef.org.

The grants team is composed of Coppell Education Foundation (CEF) board member volunteers who carefully review funding applications and allocate resources to support impactful educational initiatives within the community. If you have any questions, please contact the grants team at grants@Coppellisdef.org.

Award of Funds

- Up to \$3,000 awarded for an individual teacher-initiated program / project
- Up to \$7,500 awarded to the campus for grade level team or department / district-initiated programs / projects
- No more than 2 total grant submissions per teacher (1 individual & 1 as part of a group)
- No limit on the number of grants per school
- If your grant is not fully funded by community donors or the CEF general grants fund, the foundation will contact you to discuss available options
- Anything purchased with funds awarded to your grant is property of CISD

Grant Key Attributes

- Transforms classroom learning through creative, effective and / or innovative instructional approaches
- Relevant to [CISD's Core Values](#)
- Activities and objectives have measurable evaluative procedures

- Clear and logical proposal, including specific objectives and description of instructional strategies, procedures, and / or method
- Potential impact should have breadth, depth, and longevity
- Approved by both the campus principal and CISD administration
- Items must be purchased through an [approved CISD vendor](#)

Ineligible Items

- | | |
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| <ul style="list-style-type: none"> • Furniture • Food • Staff development, conferences, etc. • Projects/Supplies funded or to be funded through CISD funds or Bonds • Computer hardware / software not approved by CISD technology department • Grants already in the application process elsewhere (i.e. PTO) | <ul style="list-style-type: none"> • Travel • Payroll • Gift Cards • Annual Subscriptions • Projects not aligned with CISD Curriculum • Vendors not approved by CISD • Reading resources / books not approved by CISD Curriculum Dept |
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Grant Submission Process

Once you have reviewed the above guidelines and are confident that your idea fits within them, you're ready to submit your grant application!

Grant applications can be submitted **now through October 8, 2025**. There are TWO forms that you will need to complete to successfully submit your grant for consideration detailed below: [Destiny Fundraising Manager](#) and the [Detailed Grant Request Form](#)

2025 Grants Campaign Timeline

September 12th: [Detailed Grant Request Form](#) / [Destiny Financial Manager](#) open for submission

October 8th: Teacher Submission deadline

October 15th: Principal approval deadline

October 27th: District approval deadline

October 20-23rd: CEF and Grant Committee review and complete blind ranking process

November 5th: Grants will go live online and open to the public for fundraising (we begin marketing to the community through a website that Grants are live for funding). Teachers will be able to share campaign links to their contacts to fund their grant.

December 5th: Public funding for grants closes and CEF will vote on which remaining grants to fund if some grants have not been fully funded

Week of January 12th: The "Grant Patrol" will be on campus to award grants to recipients



Destiny Fundraising Manager

Destiny Fundraising Manager (Destiny) is the online fundraising management database where you will input the data about your grant and the overall value of your proposed grant. This is what the public will view when they consider donating to your grant, and what the CEF board will review when prioritizing which grants they will fund from their annual operating budget.

Pro-tip: Prior to submitting your grant, discuss your grant idea with your principal to make sure it follows the guidelines set forth and that your principal is on board with your idea. If you have any questions, please reach out to our grants team.

Logging Into Destiny and Creating your Campaign for Approval

Creating a Login for Destiny

All new users to the grants process will need to submit a [Destiny Login Request Form](#) to receive a username and password. Our grants team will create a login for you within 48 hours. If you have submitted a grant in previous years, go directly to the database [login](#) and type in your user ID (your user ID is your CISC email address), you may click forgot password to reset password if needed.

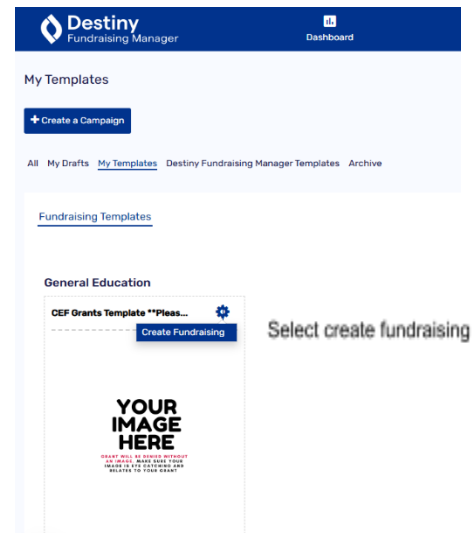
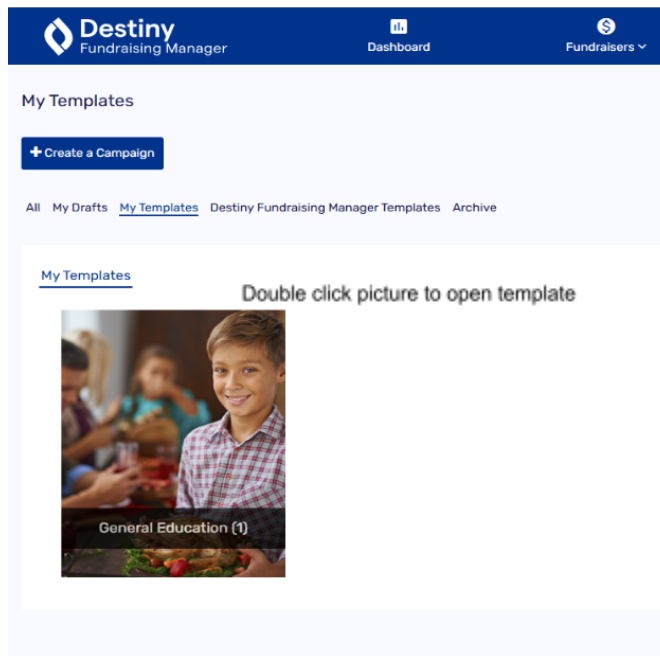
A. Creating Your Campaign in the Destiny Database

[Login](#) into the Destiny website (Your login user ID will be your CISC email; If you don't have an account on Destiny you will need to submit a [Destiny Login Request Form](#) to have an account created for you). Click on Fundraisers in your dashboard header and select to open a dropdown menu. Click Campaigns from the dropdown to open the templates to start your campaign.

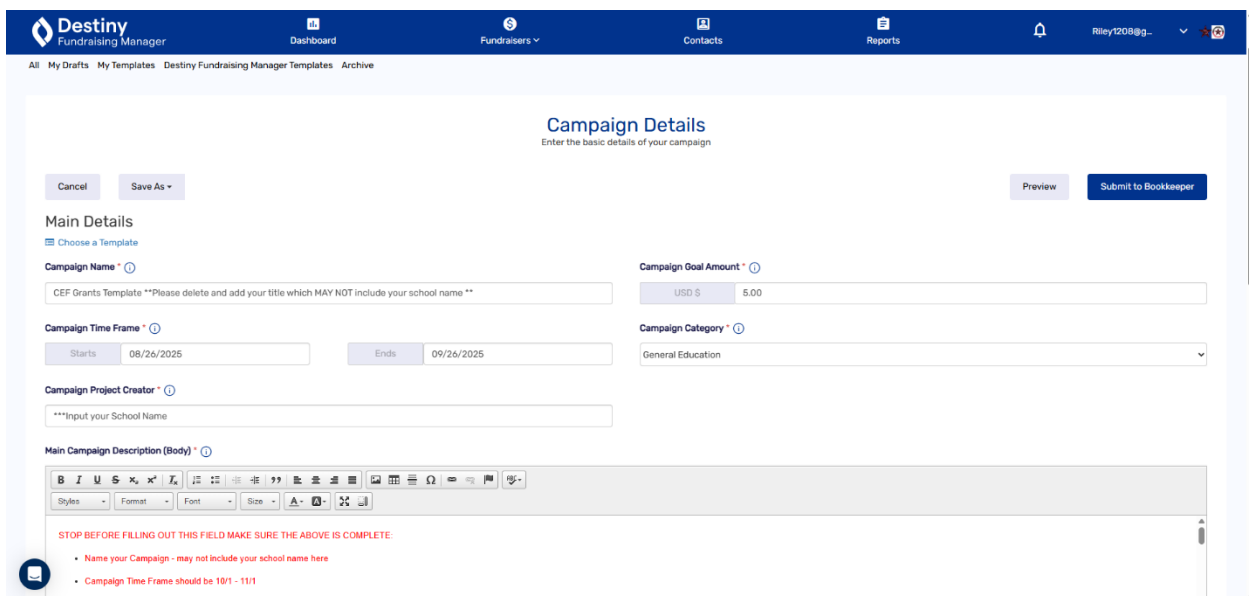
Select My Templates to open a detailed form for grant submission. The template will open to say General Education. Double click the template to open the grants template.

The screenshot displays the Destiny Fundraising Manager interface. At the top is a dark blue header with the logo and navigation links: Dashboard, Fundraisers (with a dropdown menu open showing Campaigns, Fundraising, and Registrations), Contacts, and Reports. Below the header, the 'Campaigns' section is active, featuring a '+ Create a Campaign' button. A breadcrumb trail shows 'All > My Drafts > My Templates > Destiny Fundraising Manager Templates > Archive'. Filter tabs for 'Published', 'Pending', and 'Completed' are visible, with 'Published' selected. The main content area states 'You currently have no active campaigns!'.

Locate the gear icon to the right of CEF Grants Template and select Create Fundraising to open the grant details form and begin entering your grant request.



Fill in the information about your grant into the Campaign Details using the template provided under General Education. We have included helpful ideas for detail in red to guide you. Make sure you have deleted all red text in your campaign before you submit your grant. Include the total cost of your grant and at least one photo to help sell your grant when it's approved for public funding.



Campaign Details
Enter the basic details of your campaign

Cancel Save As Preview Submit to Bookkeeper

Main Details
Choose a Template

Campaign Name *
CEF Grants Template **Please delete and add your title which MAY NOT include your school name **

Campaign Goal Amount *
USD \$ 5.00

Campaign Time Frame *
Starts 08/26/2025 Ends 09/26/2025

Campaign Category *
General Education

Campaign Project Creator *
***Input your School Name

Main Campaign Description (Body) *

STOP BEFORE FILLING OUT THIS FIELD MAKE SURE THE ABOVE IS COMPLETE:

- Name your Campaign - may not include your school name here
- Campaign Time Frame should be 10/1 - 11/1
- Campaign Project Creator - input school name

Once your campaign details are complete, click Submit to Bookkeeper located at the top and bottom of the Campaign Detail form to move your grant onto the next step. No action is needed now unless the grants team contacts you for more information; you'll receive notification emails during the Grant Review Process.

***Pro Tip:** Don't forget to submit a detailed grants request form.*

B. Submitting a Detailed Grant Request Form

Alongside your online grant submission you need to submit a complete [Detailed Grant Request Form](#). The CEF Grants team will use this form to create marketing materials for public fundraising when grants are live for the community to fund.



Detailed Grant Request Form

Once you have completed your Livingtree campaign, please fill out the below information. This must be completed before CEF will release your Livingtree campaign to your principal for review.

Name *

First Name
Title: *

Department *

School Email Address *

example@coppellisd.com
Cell Phone Number *

(000) 000-0000

Please enter a valid phone number. This will only be used in the instance that we are unable to get in contact with you via email or campus phone.

Campus

Please Select

Grant Campaign Title *

Match the Name of your Grant Campaign in Livingtree

Short Description of your Grant for marketing purposes *

Please describe your grant in 100 words or less. This description will appear AS IS via communications to the public.

0/100

Please list ALL items you are wanting to purchase including cost of each item:

Total Amount of requested grant (shipping, taxes, fees must be included in your amount) *

If there are shipping costs required, please take this into account in your item total. You will only receive the amount requested, which means not all items may be purchased if pricing changes. If you would like to include links to your items, please include this here.

****Please Remember Grant Funds CANNOT BE USED FOR: furniture items, travel, payroll, food items, staff development and conferences, subscriptions, gift cards, computer hardware/software not approved by CISD technology department, projects not aligned with CISD curriculum, from Vendors not approved by CISD, reading resources / books not approved by CISD Curriculum Dept, projects not approved by the campus, principal or CISD administration, projects that have already or will be funded through CISD funds or Bonds.****

Vendor(s) you will purchase grant items from: *

This is where you can details of each line item that you plan to purchase, and certify that your vendors are [CISD Approved](#).

Grant Review/Approval Process

After you submit your grant, you will see it go through the review process.



- The Grants team will review your grant for compliance with the grant submission guidelines, the team will email you if any changes are needed
- Your grant will then be forwarded to your principal for review and approval
- the grant / campaign including all content, written and collateral images (“Pending Principal Approval” Status). *Pro-tip. Discuss your grant with your principal prior to submitting it to make approvals run smoothly.*
- Next, District Administration staff will review and approve the grant / campaign including all content, written and collateral images (“Pending District Approval” status).

- Finally, assuming all approvals have happened, it will go back to CEF to make any final adjustments before going live for public funding in November. (“Pending Final Approval” status).

Pro Tip: If at any time during the review process your grant is rejected, you will receive notification from our CEF grant chair.

What to Do When Grants “Go Live”?

In Early November, the grants team will turn will open the website for the Community to Donate To the approved grants:

What to do to help get your grant fully funded?

- Send out information about your grant to your classroom parents and your family. Use your personal URL created by your grant in Destiny
- Post your grant to your social media and have your friends and family donate.
- Have your class collect coins to go towards your grant

Responsibilities Once Recipients are Awarded Grant

- Use the awards for the stated purpose and implementation must be in the 2025-26 school year
- All items funded must stay on the campus to which they are being awarded
- Demonstrate the successful implementation and accomplished purpose of the grant to the CEF through established status reports detailing results and sending pictures and/or video throughout the spring semester. We will email for an update beginning in February to facilitate these reports.
 - **1st Status Report (February):** Where are you in the ordering process? Have your items been received?
 - **2nd Status Report (March):** Have you received your items and how are you  implementing your grant?
 - **Final Report (April):** How has this grant changed the learning in your Classroom? Show us your grant in action by sending us photos and comments from your end users.
- Share your successful grant with other teachers, campuses and in staff development
- Post an update of your grant in action on social media and tag CEF
- Promote grant activities and the Coppel ISD Education Foundation to students and parents