



Fort Bend ISD Grant Procedures

All grant proposals must be responsive to the district's mission - By *Teaching Every Child and Learning Every Day*, Fort Bend ISD will provide the best educational opportunities to ensure that all students are successful. The purpose of the Grants Office is to develop and maintain a successful grant program that is supportive to the staff and students in Fort Bend ISD. Therefore, all Fort Bend ISD departments and employees must adhere to the grant procedures when applying for grants. These procedures will:

- Ensure that all grants are aligned with district policies and priorities.
- Enable various departments to provide support and assistance to grant applicants.
- Provide a mechanism for tracking grant applicants and funding.

When a grant has been identified and you are interesting in applying, please follow these simple steps:

- 1) complete an Intent to Apply form
- 2) complete the Grant Summary Sheet
- 3) obtain the appropriate signatures - principal, area superintendent, and/ or supervisor
- 4) submit both forms by pony, fax or e-mail to Beverly H. Telfair, Grants Office, **no later than six weeks before the application deadline date***
- 5) a copy of the Intent to Apply form will be returned with the appropriate response
- 6) final grant applications should be returned no later than **3 weeks before the application deadline for review and final signatures**

Funding opportunities will be sent to the appropriate staff when available. Also, employees are encouraged to contact the Grants Office if you hear of a funding opportunity or an initiative that would benefit the students of Fort Bend ISD. If you need assistance or have questions, please feel free to contact me by phone (281) 634-1469 or e-mail. Your comments and suggestions are always welcomed. Thank you.

***Note:** An exception to the timeline may be granted if a funding notice is received less than six weeks before the application deadline. If this is the case, contact the Grants Office, 281-634-1469 for approval before submitting the Intent to Apply and Grant Summary sheet.