**Fort Bend ISD Wellness Grant Writing**

**Process Guide**

We encourage you to work with parents, staff, the community, campus staff and district staff to apply for grants that can help assist with growing health and wellness at your campus. When applying for a grant please use this Fort Bend Wellness Grant Writing Process Guide to assist you in the process. [List of Health & Wellness Grants](https://drive.google.com/file/d/1u36Fcs4gsgTjh5YwvuDpeLQdGThb4FGv/view?usp=sharing)

The following steps need to be followed when wanting to apply for a grant:

1. Notify Grants Office at Grants@fortbendisd.com *no later than three weeks before* grant application deadline with grant information.

Information Required:

* Grant program name, grant program guidelines, and granting agency, website link, summary of plans
* List of key staff that will be subject matter experts involved in grant application development and program planning.
* How applying for the grant aligns and supports with campus goals, board goals, and the Profile of a Graduate.
1. Obtain the appropriate approval from immediate supervisor, campus principal, and/or area superintendent to pursue grant opportunity.
2. If grant application development will be completed by campus or department leadership, then submit final grant application to Grants Office *no later than one week before* the grant application deadline for final review, approval and signatures grant application to the Grants Office at Grants@fortbendisd.com.

We wish you the best is applying for grants to support whole-child health in Fort Bend ISD.

Thank you,

FBISD Grants Office