

Grant Application Instructions

This website works best with Google Chrome. If other browsers are used, it will affect speed and format.

Go to <http://fbefgrants.fortbendisd.com>

- At any point during the application process, you may click “save for later” and return to your grant application.
 - * **Please do not start a duplicate application! Use the search screen to find the application(s) you are working on by your name**
- Your application is not submitted until you click “submit”.

Click the **FBISD Employee** box.

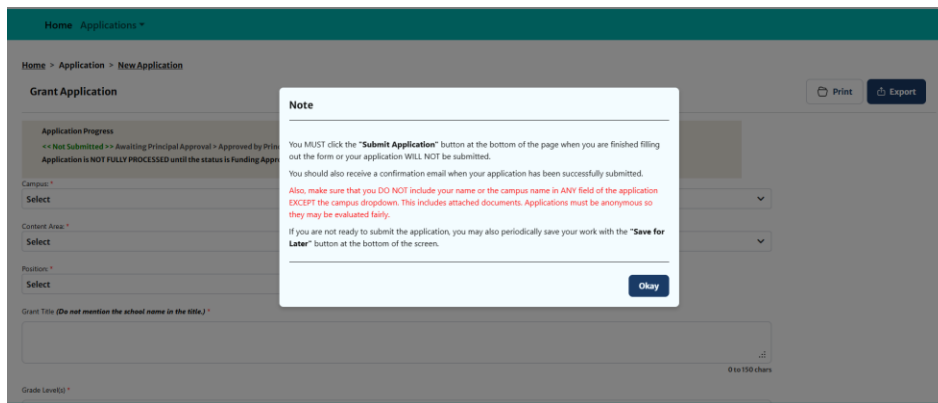
- * Login with Username and Password.
 - Username is firstname.lastname or whatever you use to login to your computer everyday. Do not include @fortbendisd.gov.

Read the Grant Application Process.

Click **Application** on the top menu bar.

- Choose **New Application** for a new grant.
- OR
- Choose **Search My Applications** for a grant you have already started.

Click okay on message from webpage after reading (first time users only)

A screenshot of a web application interface for grant submissions. The page title is "Home Applications". The breadcrumb trail is "Home > Application > New Application". The main heading is "Grant Application". On the left, there is an "Application Progress" section with a status of "Not Submitted" and a warning: "Application is NOT FULLY PROCESSED until the status is Funding App". Below this are dropdown menus for "Campus", "Content Area", and "Position", each with a "Select" button. At the bottom, there is a text input field for "Grant Title (Do not mention the school name in the title)" and a "Grade Level" dropdown. A modal box titled "Note" is centered on the screen, containing instructions: "You MUST click the 'Submit Application' button at the bottom of the page when you are finished filling out the form or your application WILL NOT be submitted. You should also receive a confirmation email when your application has been successfully submitted. Also, make sure that you DO NOT include your name or the campus name in ANY field of the application EXCEPT the campus dropdown. This includes attached documents. Applications must be anonymous so they may be evaluated fairly. If you are not ready to submit the application, you may also periodically save your work with the 'Save for Later' button at the bottom of the screen." The modal has an "Okay" button at the bottom right. In the top right corner of the page, there are "Print" and "Export" buttons.

Complete Application

- Campus
- Grant Type
- Application Guidelines will appear next
 - * **We highly recommend reading the Application Guidelines before proceeding so that your application is not disqualified.**
- Choose Individual or Team
 - * List Team Members with first and last names only – **no titles**. **If you have more than seven names due to a large team, please name your team, like 1st Grade Team**

- Content Area – If your grant crosses curriculums, choose the content area that most fits the resources you are asking for in your budget.
- Purpose
- Position
- Are you an Itinerant Employee?
 - * Do you work at multiple Campuses?
- Grant Title (***Do not mention the school name in the title-automatic disqualification***)
- Grade Level(s)
- Conditions—must agree by clicking the boxes

Continue with the grant specific questions.

Budget Plan

Please note: It is required that you obtain a written quote from each vendor (this is NOT a web quote or a copy of the current pricing). Contact the vendor’s representative listed on the Master Approved Vendor List and ask for a quote *guaranteeing the prices until August 31st*. Keep this quote to use when ordering. **DO NOT include the quote with your request.**

To investigate district-approved vendors: **Click on the Master Vendor List** provided on the grant application page on our website.

In the Master Vendor List, the column header category tells you the items the vendor’s contract was awarded. For example, if you click on the drop-down arrow, you can filter this by typing “books” into search box and enter. All the vendors that we can purchase books appear (could be multiple pages). You can use this filter for almost anything you want to purchase.

- Only district-approved vendors and district-approved products are allowed. Vendors and FBISD Buyer contact information is available when you click the vendor’s name to open details in the blue box. ****Your campus secretary or department chair can also help****

Question 4 in the Application:

Click “Add Budget Line”

You can type vendor name and it will pop up.

Choose the **Vendor** in the pop-up menu. **Wal-Mart is not an approved vendor and cannot be used to purchase items in your budget!**

- *Ensure that you are requesting items from the appropriate vendor. Just because it is a district-approved vendor, does not mean they are the appropriate vendor for your particular item. Remember: the Master Vendor List includes the category for the items awarded them.*
- **Vendor Number** will populate automatically.
- Enter **Vendor Item Number**
- Enter **Description**

- Enter **List Price** and **Discounted Price** (this may be the same or different)
- Enter **Quantity**.
- Click **Save and Return to Application** or click **Save and Enter Another** if you have more than one item for the same vendor.
 - * *The system may be slow when adding budget items, do not continue clicking save, otherwise multiple lines of the same item will appear.*
- **A shipping line must be added for each vendor, even if they do not charge for shipping.**
 - * Select the Vendor Name and the Vendor Number will populate automatically.
 - * Vendor Item number enter **Shipping**
 - * Description: enter **Shipping**
 - **The description and quantity will automatically populate. If they charge for shipping, enter that amount in list price and discount price.**
 - * List Price and Discount Price: enter the shipping amount, enter “0” if no shipping charge
 - * Quantity: enter “1”
 - * If you have another vendor add another shipping line for each vendor.
 - * **Download your final budget and save and/or print it**, so you will have it available if your grant is awarded. You will need it to order your items.

Upload Supporting Documents

- You must upload at least one picture(s) and/or Catalog page(s) of items requested.

PRIOR TO CLICKING SUBMIT:

- 1) **Export your grant application.** This allows you to keep a copy of the written portion in Word. This way, you can make edits before submitting. Once your edits are finalized, simply copy and paste them back into the online application. Please note that once the application process closes, you will no longer have access to your grant application.

The screenshot displays the Fort Bend Education Foundation application system. At the top left is the logo for Fort Bend Education Foundation. On the top right, the user is identified as Carolyn.mcdonal.FBEF, Employee. Below the navigation bar, the breadcrumb trail reads: Home > Application > New Application. The main heading is 'Grant Application'. A red arrow points to a blue 'Export' button with a document icon. Below this is a grey box showing the 'Application Progress' with the status: '<< Not Submitted >> Awaiting Principal Approval > Approved by Principal / Awaiting FBEF Acceptance > Awaiting Content Coordinator Approval > Awaiting Scoring'. A note below states: 'Application is NOT FULLY PROCESSED until the status is Funding Approved or Not Funded.' The form includes several dropdown menus: 'Campus' (Select), 'Grant Type' (Select), 'Content Area' (Select), 'Purpose' (Select), and 'Position' (Select). There is also a checkbox for 'Are you an Itinerant Employee? (Do you work at multiple Campuses?):' with 'Yes' and 'No' options. At the bottom, there is a text input field for 'Grant Title (Do not mention the school name in the title.)'.

- 2) **Download your final budget**, so you will have it available if you are awarded the grant. It will be needed to order your items.
- 3) **Proofread your grant!** *Once you click SUBMIT, you CANNOT make changes.*

Click Submit

- If you do NOT receive a confirmation message that your submission was successful, your screen will display information that still needs to be completed. After you submit your grant, your principal will receive an e-mail requesting approval. Please follow up with your principal to ensure that he/she approves the grant.

***** If you receive error refresh your browser, the system has timed you out. Log back in, go to applications, click search, enter your school, click on your application id to open.**

***** Please note for book or book collection Requests *****

All books or book collection requests must meet State and District criteria for text collections. If any book in a requested collection does not meet these criteria, the entire grant request will be disqualified.

All titles must be in a campus library collection at your level.

- **For Individual book requests:**
 - Clearly include the title and authors of each book in the Budget Line description.
- **For book collections:**
 - Upload a complete list of all titles and authors included in the collection.
 - You may need to contact the vendor to obtain this list.
- **Elementary & Secondary teachers:**
 - Please refer to the Library Media Services website for a current list of non-approved books (No Not Purchase List)