

Online Grant Application Instructions

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

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

Click the **FBISD Employee** box.

- Login with Username and Password.

Read the Grant Application Process.

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

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

Complete Application

Campus

Grant Type

Team Members if applicable

Application Guidelines will appear next

- ***We highly recommend reading the Guidelines before proceeding.***

Content Area

Purpose

Position

Are you an Itinerant Employee?

- Do you work at multiple Campuses?

Grant Title (**Do not mention the school name in the title.**)

Grade Level(s)

Conditions

Grant Type specific questions-continue with application

Budget Plan – click Add Budget Line Button and follow instructions

- Note Vendors and FBISD Buyer contact information is available inside the budget section, to help you with budget ?? **Your campus secretary or department chair can help also.*
- *The system may be slow when adding budget items, do not continue clicking to add it, 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 Vendor Name, it will populate the Item number for description enter shipping List and discount price, QTY will be 1, enter the actual price or 0 if shipping is free.

- ***Download your final budget into excel, so you will have it available if you are awarded the grant. It will be needed to order your items.***

****** You must use District approved Vendors and District approved products*******

You must Upload picture(s) and/or Catalog page(s) of items requested. AT least one page.

Printing

- ***You may only print in if the reading mode is (on).** To print the grant application, you must click the **Print** button rather than Control P (due to the different browsers, all pages will ONLY print using the **Print** button). Reading mode is located at the top of the page*

Save for Later or Submit

- **Prior to submitting, export your text from the top of the document and save in word, this will allow you to keep a copy of the written part of your grant and edit your grant so you can copy and paste in changes to the application.**
- *Note: Once you hit **SUBMIT**, you CANNOT make changes. We recommend you **SAVE for LATER** until you have proofread your grant.*
- *If you do **SUBMIT**, and you do NOT get a message that it was **submitted successfully**, please scroll to the top for an explanation of missing criteria.*
- *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.*