

**Fort Bend Education Foundation**  
**School Site Grants**  
**Revised May 2018**

**IMMEDIATE PROGRAM GOALS:**

With the assistance and advice of School District personnel, the Board of Directors has developed several programs, which emphasize the Education Foundation's mission to provide opportunities to enrich and enhance the quality of education for all FBISD students. All programs will be monitored by the Foundation to ensure that they are effectively meeting this mission.

**PROGRAM AREA GRANTS:**

**1. School Site Grants:**

**Purpose**

The purpose of School Site Grants is to allow staff on each campus to identify and address needs, challenges and concerns unique to the campus. ***School site grants must benefit the entire campus, department or discipline within a department.***

**Amount of Award**

- \$2,000 per elementary campus maximum; must benefit the entire campus
- \$3,000 per secondary campus maximum; must benefit the entire grade level, curriculum area, faculty or campus
- There is no limit to the number of site grants that may be submitted, however, a maximum of 3 per campus will be awarded

**Funding Period**

One funding period will occur in the fall semester.

**Qualifications**

- Programs must be related to goals cited in campus/district plan of action.
- Programs should have potential for duplication on other campuses

**Limitations**

- **An individual applicant may only apply once for each of the following type of grants school site, team and individual application per funding period.**

**2. Dissemination of Application Information**

All applications and information regarding the application process will be distributed to campus principals, teachers, administrators and staff.

**3. Selection of Recipients**

It is the responsibility of the Allocations Committee, under the guidance of the Vice President of Program Allocations, to review applications and recommend grants. Selection will be based on the quality of the program as well as amounts requested relative to funds available. All grants will be reviewed by appropriate FBISD content area specialists to ensure they meet FBISD instructional program goals. **Notification letters will be sent the fourth week in April each year and recipients will be recognized at a Grant Awards Ceremony in May.**

**4. Distribution of Funds**

Funds will be distributed and coordinated by the Business and Finance Office of FBISD.

## **Fort Bend Education Foundation School Site Grant Application Guidelines**

1. ***School site grants must benefit the entire campus, department or discipline within a department.***
2. Recognizing that many of your measurements emphasize standardized test scores such as STAR, the purpose of this program is not to increase performance on a standardized test but rather enhance the educational experience in the classroom.
3. Supplemental classroom materials and prepackaged kits are acceptable, however, grants that demonstrate creative and effective implementation and inspire students to learn will be graded higher.
4. Grants that directly benefit large numbers of students will be given preference.
5. Grants which utilize durable, reusable items will be given preference.
6. Grants that share materials and/or techniques between grades, groups, schools, etc. will be given preference.
7. ***I-pads will only be awarded if they are specifically needed for the implementation of an innovative or novel program.***

### **Document Preparation Guidelines**

1. Correct grammar and spelling are a must. Errors will be counted against the grant score.
2. Catalog pages of major items to be purchased must be included.

## **Policies**

1. ***No funds will be awarded for: field trips, salaries, teacher trips, training, food, or speaker fees.***
2. Grants will not be awarded for costs and items that may be available from other sources such as federal or state funding or district funding.
3. No funds will be awarded for multiple applications from an individual school to fund an entire program.
4. The Foundation will not fund grant requests which exceed the stated dollar limit.
5. A timely evaluation for each grant must be submitted by the stated deadline. Those who do not may be eliminated for consideration for grants for the following academic year.
6. In the event a recipient of a teacher grant transfers to another school within the district, the teacher may transfer the grant program to the transfer school, provided the transfer is to a compatible grade level. If the transferring teacher is one member of a group grant, the grant will remain at the school awarded the grant. Any dispute regarding a grant transfer may be resolved by a special sub-

committee of three board members appointed by the Vice President of Program Allocations. Site grants are non-transferable.

7. Grant applications that are not funded will be kept on file for one year.