Grant Application Tips

- Check the awarded vendor list to make sure your selected vendor is on the district list. This list is found on the district page under the purchasing tab titled, "awarded vendors". If your vendor is not listed there you can search under the tab titled, "cooperative purchasing". If you still don't find the vendor you are looking for contact the purchasing department for support in finding a vendor for your grant application. Once a grant is approved, recheck the vendor list two weeks prior to submitting the PO to verify that the vendor is still on the district list. If the vendor is no longer on the district list or on the cooperative purchasing list, contact the purchasing department immediately for assistance with this vendor.
- Check the district approved book list prior to submitting a grant for books. We love books, especially books that are unique, highly desirable for students, and get students hungry for more. However, when our committee is reviewing grants there are so many there is not time for us to check every book submitted. This needs to be done by the applicant prior to submission.
- When calculating the cost of your grant you need to add in the cost of (estimated) shipping. If the page that you are building your product list on doesn't have that line item on there, write in the line item to account for shipping. If you don't we can't go back and fund the shipping after the fact. It would then fall on your Principal to cover the cost of shipping.
- Whatever the total cost of your grant, round up to the nearest whole dollar. Do not include cents on your grant request.
- Add $3 to accommodate for any minor fluctuation of cost once the final order is submitted to the vendor at time of purchase. These fluctuations cannot be funded after the fact and fall to your Principals if not included ahead of time of submission. You can add a line item for this as well titled, "vendor cost fluctuation". If that amount doesn't end up being used it will come back to the Education Foundation.
- It is not required but recommended that each campus has a grant submission secretary. This would be a go to person for questions about the submission process and criteria and how to access vendor lists and other district criteria. They would be responsible for submitting PO's prior to the October 31 deadline, checking to make sure all vendors and books are on district approved lists, placing the orders for grant items with vendors on behalf of the campus, receiving and ensuring items are distributed to teachers when they arrive on campus. This person could be the campus liaison, or an existing secretary, possibly someone from the team that submitted the grant. However, if you want your campus to grow in the number of grants it submits per year, and ultimately wins, having one person for the entire campus will streamline this process and make the grant process more attainable for the educators on your campus that are considering submitting an application. It also provides quality of consistency, access to information, and better adherence to the guidelines of application submissions. All of which will make your campus grants stand out during the review process. If you choose to have a designated person for your campus, I will make myself available to them and go to your campus to teach them everything they need to know to make this process extremely easy and organized so that this is a simple process requiring very little extra stress.

- Build your grant in a separate platform from the Google form that you submit the grant on. Then once you have fully completed your grant and you are totally satisfied with the final product, cut and paste it into the Google form Education Foundation link. This is an important note because of how this Google form functions. If you are building your grant in this form and don't finish it all in one session and leave it for a long period of time, when you come back to it the work will have been erased. Unfortunately, there is no way to change the way this form functions. It would be frustrating if you have spent a significant amount of time working and then you cannot retrieve that work when you come back to it. Building it in Google Docs or another platform will prevent this scenario and save you a lot of heartache.
- Attach pictures of the items you are asking for. This helps us visualize your project.
- Things we love: Think of ways your grant request can be multifunctional. Could this grant be turned into a presentation and shared with more students. How many senses does this grant connect to (Touch, smell, interact, sound)?? Living things…(bugs,plants, ctritters, and anything that takes students outside) Project based learning attached to the standard district curriculum (example: building a wooden American flag. Requires math, history, and essay for presentation, that could then be gifted to a veterans nursing home for community service) Any grant that has the potential to draw in your campus community (as a demonstration, performance, final product review, or unveiling) Bilingual support materials. Special needs and special education support materials. Ultimately, creativity is key!!!
- Things that will get a grant disqualified: Going over budget. $750 for single applicants and $1,500 for group applicants. If your grant costs more than the approved amount you can request the maximum amount for your grant and state in the abstract portion how you are funding the remaining balance of your grant. Revealing your name, your principal's name or your campus anywhere within the grant (grant title, the abstract, the shopping cart, or any portion that our committee would see during review) This note is very important and is to ensure anonymity and fairness for all campuses. (We made an exception last year as there were so many new applicants, but we will not in the future)
- No grants under $100(take note as this is a new rule), no field trips, no food, no parties, and no basic office/school supplies. These are consumables that we do not fund. No subscriptions of any kind! We are looking for longevity and impact, these items don't last. Having a vendor not on the district approved list. Selecting books not on the district approved list.
- Follow the LEAD of the district for that year's grant applications. Every year the district has priorities of focus. We will be looking for grants that have incorporated those priorities into their submission. The Education Foundation aims to support our district by supporting their goals. We know your creativity and the district priorities will ultimately make for the most attractive grants.
- If you have questions or need help with anything during the grant application process you can contact Sarah Samaniego ssamaniego123@gmail.com 505-977-7922 or Judith Ramirez jramirez1@sharylandisd.org