



## **Spring Branch Education Foundation**

### ***Guidelines for Grant Application Submissions***

#### ***Mission Statement***

*Spring Branch Education Foundation is committed to supporting our students and educators. We partner with the Spring Branch ISD and community to fund programs that enhance education and prepare our students for the future.*

#### **Guidelines for Grant Application Submission**

**Please complete ... Grant Application**

**The fields are interactive – you should be able to type in the boxes.**

#### ***Persons Eligible to Submit Grant Applications:***

- Any individual employed by SBISD who is involved in the instruction of students or related support services benefiting students
- PTA Council Representative and/or PTA School Representative
- SBEF Board Members
- SBISD Board of Trustees

#### ***Application and Deadline Process for Campus Grant Applications***

- The Foundation will issue the granting period Call for Grants no later than January 30, 2019
- Prospective applicants should submit a **Spring Branch Education Foundation (SBEF)** Grant Application by March 1, 2019
- 25 copies must be submitted to SBEF Office located in SBISD Admin. Building
- Keep a copy of your application for your records
- Grant Request from individual campuses cannot exceed \$5,000
- All grant requests are first reviewed by the district's Development Team to ensure compliance with all relevant district policies and guidelines. If the Development Team does not approve your grant application, Julie Hodson, the Grant Department Administrator will contact you. If the Development Team approves your grant application, it will be forwarded to **SBEF's Program and Assessment Committee for funding consideration**
- Each campus may submit no more than one application per grant cycle
- Only one grant request will be funded per campus per academic year.
- Grant Applications must be approved by the appropriate building principal or department manager. In addition, they must be approved by the Chief Academic Officer (currently Kristin Craft).

- If this grant is technology related, or involves the use of acquisition of technology equipment, hardware or software, it must be approved by the Chief Information Officer (currently Christina Masick).
- If grant is awarded, a check from SBEF will be made out to the campus or department for the amount of the award. **All checks will be deposited into the following account “485.00.5744.000.XXX.00.0.000.FNDGR”. The funds will appear in the supply account, 485.11.6399.0000.XXX.11.0.000.FNDGR. All expenditures for this grant are to be coded to the Foundation Grant account number ending in FNDGR. A grant statement of expenses will need to be completed once the funds are spent. The Special Revenue Accountant, Diane Ache, will review and verify the statement of expense for this grant. PLEASE NOTE: If the grant money being awarded is not used for purchasing the expenses for this grant, the grant award is VOID and you will be responsible for refunding SBEF the FULL amount of the grant.**

### *Selection Process*

- Grant Applications will be reviewed by the Foundation’s Program and Assessment Committee
- Grant Applications approved by the Program and Assessment Committee will be presented to the SBEF Executive Committee in summary form for review and recommendation.
- Grant Applications approved by the SBEF Executive Committee will be presented for final approval to the SBEF Board of Directors at their quarterly meeting on May 23, 2019. Final determination for funding should be made within 60 days of the deadline.
- A Grant Award Letter will be sent to the grant recipient along with a Memo of Understanding. Funds will be distributed to campuses/departments after the signed Memo of Understanding is returned to the Foundation.
- If an application is not funded, a grant denial letter will be sent to the applicant.

### *Responsibilities of Grant Recipients:*

- Use the funds awarded for the purposes intended in the approved grant.
- Read, sign and return the original Memo of Understanding to the Foundation office for final signatures.
- The grant recipient will prepare and submit a SBEF Grant Evaluation (summary program report and a financial report) to the Foundation by June 9, 2019. This report should include information relative to the success of the program/project and an itemization of the expenditure of the grant funds. All written materials, such as signage, newspapers, brochures as well as broadcast and internet materials associated with this grant should indicate that the grant was made possible by the Spring Branch Education Foundation and the Spring Branch Education Foundation’s logo should be used on all publicity.