Donna ISD Grants Department
Phone: (956) 461-4235
Email: rucastro@donnaisd.net

Intent to Apply

To ensure district procedures are followed, the Grants Department should be notified in advance of your intent to submit a grant application or request for funding.

IMPORTANT NOTE: If you wish to submit a completed grant proposal, please complete and send this form to the Donna ISD Grants Department **at least 6 weeks prior to the application deadline**. You will be notified of approval to submit your grant application to the funder within three days. If you have any questions regarding the completion of this form or your grant application, please contact us using the phone number or email address provided at the top of this page.

Applicant (School/Department) Information	
Name of Contact:	**School/Dept**:
Title:	**E-mail**:
Principal/Director Approval?	**Phone #:**
Principal or Director's Name, E-mail:	

Grant Application Information
Funder Name:
Funder Website:
Funder Application link:
Funder Application Due Date:

Project Information	
Project Title: (Descriptive Project Title)	**General Project Category**: (Literacy, STEM, Health Sciences, etc.)
1. Project Start Date: When do you intend to start your project?	
2. Project End Date: When will your project end?	
3. Donna ISD's Strategic Plan: Is your project aligned with the district's strategic plan? Please explain.	

4. <u>Needs Statement</u>: Why is this project needed? What are the problems this project is attempting to solve?
5. <u>General Purpose Statement</u>: General Purpose Statement: What is the purpose of this project? What is your overall goal? What is going to change as a result of the project's implementation?
6. <u>Target Group(s) To Be Served</u>: Who specifically will be served by this project? (EX: Students, Teachers, Demographic Information, Projected Number of Individuals, etc.) <u>Example Responses</u>: 90 economically disadvantaged students in Pre-K through 5th grade will receive the proposed services; 30 first grade teachers and 20 second grade teachers will attend the proposed training; etc.
7. <u>Objectives of the Project</u>: What specifically will be accomplished if this project is implemented? Are the objectives specific and measurable? <u>Example Responses</u>: 75% of project participants will be reading on grade level by the end of the school year; 80% of project participants will at least approach the state standard in 9th grade English I STAAR EOC; etc.
8. <u>Project Activities</u>: How will the project's objectives be accomplished? What resources will be used? <u>Example Responses</u>: The DL Academies at the middle school will utilize bilingual resources that aim to improve 2nd language acquisition for our EB students; etc.

9. Evaluation Strategy: How will the project be evaluated? How will you determine whether the project accomplished the established objectives? Tip: You may include which formative, summative assessments will be used, as well as a program evaluation.
10. Results or Benefits Expected from the Project: What results or benefits are expected from conducting this project? How will students, campus, district, or the community benefit?
11. Estimated Costs, if Known: How much is the total project expected to cost? How much does each item cost?
12. Support from Other Departments or District Service Areas: Will the project require significant support from any other departments or district service areas? For example, will the project rely heavily on technology support, use of laboratory space, use of special facilities, etc.?
13. Departmental or Outside Collaboration: Will the project involve more than one department or support area within the district? Will the project involve any community organizations?
14. Feasibility: Is the project feasible and can be reasonably be accomplished in a certain time frame? If so, what is the time frame?

Budget Information
Amount Requested: What is the dollar amount requested for your project, if applicable?
What is the expected grant reward/amount?

Is There a Match Requirement?
If yes, how much?
If yes, what is the source of the matching funds? Local, federal, other?

Staffing

Additional Staffing Required? Will your project require any additional staffing cost? For example, will additional staff need to be hired? Will stipends or substitute pay be required to complete your project? If yes, please explain which additional staffing costs your project will require.

☐ **YES**

☐ **NO**

New Staff Approval: I have received approval from my Principal/Director to hire new staff should my grant get funded. If 'Yes' please explain how many additional staff is needed for your project.

☐ **YES**

☐ **N/A** My project does not require additional staff

Technology Requests

Does this project involve electronic devices, software, apps, or online subscriptions? If 'Yes' please explain.

☐ **YES**

☐ **NO**

Acknowledgements and Agreements

I agree to submit a copy of the final submitted application and any funder award notifications or agreements/contracts to the Grants Department.

☐ **Agree**

I understand that a grant offer and acceptance constitute a contractual agreement between the grantor (funding source) and the grantee (school, department, or district). This agreement should not be entered into without appropriate approval, which may include the district's General Counsel.
☐ **Agree**
I understand that all materials awarded through a grant are the property of Donna ISD and are to be used by the teacher/program for which they were intended. All materials will remain at the awarded campus after the grant ends.
☐ **Agree**
I understand that I am responsible for following up with the grant funder and the Donna ISD Business Office to facilitate the proper accounts are set up, if I get awarded.
☐ **Agree**
I understand that I am responsible for using the funds for their intended purpose and to use them by the date as specified by the funder.
☐ **Agree**

I agree and understand that by signing the Electronic Signature Acknowledgement, my electronic signature is the legal equivalent of my manual/handwritten signature and I consent to be legally bound to this agreement.

_____

Type Name (electronic signature)