

PROCESS FOR GRANT SUBMISSION

- 1) Complete the attached Permission to Apply for Grants form.
- 2) Complete the attached *Feasibility and Justification forms* below.
- 3) Email both completed documents to the Grants Management Department as 2 weeks before the application is due.
- 4) The Grants Department will review the request, notify applicants and present opportunity to leadership. Grants Management Department will notify requester of leadership approval or denial. If grant approval is given Grants Management Department will assist in drafting and submitting all grants on behalf of PSJA ISD.
- 5) The Grant Management Department will request the final approval to submit from the Superintendent of Schools and Business Office.

Please note the following:

- 1) Employees who do not follow this process in a timely manner will not be in compliance of procedure and will not of not having permission to submit a grant proposal on behalf of the district.

Application to Apply for Grants

EMPLOYEE INFORMATION	
Name/Title:	School/Department
Telephone:	Email:
GRANT INFORMATION	
Name of the Grant Opportunity:	
Grantor Name:	Grant Application Due Date:
Grantor Website:	Project Start Date: End Date:
Participating Campuses:	
External Partners (if applicable):	
Does your proposal require technology/software? ☐ YES ☐ NO	Does your proposal require hiring additional employees? ☐ YES ☐ NO
Alignment with Spring Branch ISD Priorities: (check all that apply) ☐ Career & Technical Education ☐ Digital Expansion ☐ English Learners ☐ Literacy & Numeracy ☐ Social-Emotional Supports	
BUDGET INFORMATION	
Anticipated Budget Request Amount: \$	
Are Matching Funds Required? ☐ YES ☐ NO Percentage of Matching Funds Required: _____ % Source of Match _____	

Principal/Director Signature of Approval: _____ Date: _____

For District Use Only	Date Received by Grants Department:
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FEASIBILITY AND JUSTIFICATION

SUMMARY OF PROPOSED PROJECT

Using only the space provided, briefly outline the concept of the proposed project. If relevant, include the estimated number of students to benefit per grade level. Attach this form to the Application to Apply for Grants form and submit both forms to the Director of Grants via email:

TIMELINE OF PROPOSED PROJECT

TIMELINE ESTIMATES / OPTIMIZING RESOURCES - What is the timeline for your project? How will your team ensure that all goals are met in a timely fashion?



FEASIBILITY AND JUSTIFICATION

FISCAL FEASIBILITY

COST BENEFIT ANALYSIS - How are the rewards/benefits of this project expected to impact your department in relation to the total cost of undertaking. Is the project a good value for your department / PSJA ISD.

OPERATIONAL FEASIBILITY

CONTROL, EFFICIENCY, SERVICES - Does your department / PSJA ISD. have the resources (manpower, technology, experience, etc.) to efficiently manage the project while assuring all goals are met?