Grant Application Instructions

This website works best with Google Chrome. If other browsers are used, it will affect speed and format.

LOG IN

Go to http://fbefgrants.fortbendisd.com

- **At any point during the application process, you may click "save for later" and return to your grant application.**
  - ***Please do not start a duplicate application! Use the search screen to find the application(s) you are working on by your name***
- **Your application is not submitted until you click "submit".**

Click the **FBISD Employee** box.

- Log in with Username and Password.
  - Username is firstname.lastname or the same log in that you use every day to login to your computer. Do not include fortbendisd.gov.

START OR RESUME AN APPLICATION

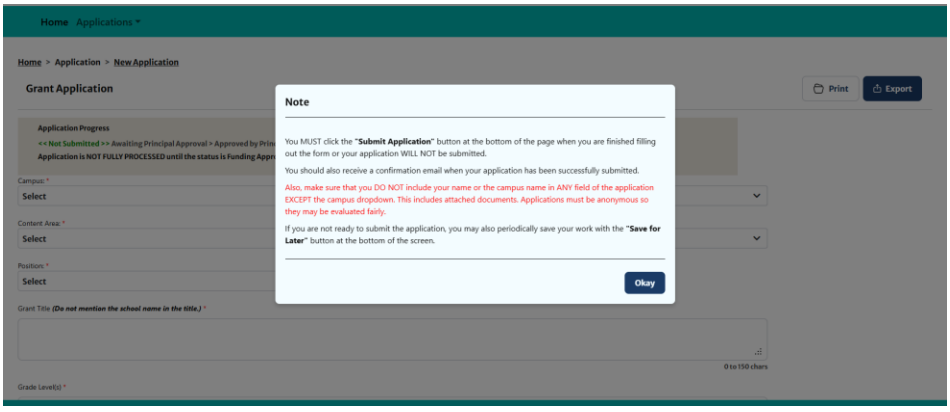
Click **Application** on the top menu bar.

- Choose **New Application** for a new grant.

OR

- Choose **Search My Applications** for a grant you have already started.

Click okay on message from webpage after reading (first time users only)



COMPLETE APPLICATION

- Campus
- Grant Type
- Application Guidelines

    - ***We highly recommend reading the Application Guidelines before proceeding so that your application is not disqualified.***
- Choose Individual or Team
    - List Team Members **with applicant's name first**. The remaining team members should be listed by first and last names only **– no titles.** ***Format all names in title case (capitalize the first letter of each name), separate names with a comma.*** **No Team Names this year!**
- Content Area – If your grant crosses curriculums, choose the content area that most fits the resources you are asking for in your budget.
- Purpose
- Position
- Are you an Itinerant Employee?
    - Do you work at multiple campuses?
- Grant Title ***(Do not mention the school name in the title or it will be an automatic disqualification)***
- Grade Level(s)
- Conditions—must agree by clicking the boxes

Continue with the grant specific questions.

- Summary of Items to Purchase (Wrap Text)
  *If possible, please paraphrase the items to be purchased. For example, sensory equipment, math manipulatives, books, etc.

BUDGET PLAN

Please note: It is required that you obtain a written quote from each vendor (this is NOT a web quote or a copy of the current pricing). Contact the vendor's representative listed on the Master Approved Vendor List and ask for a quote *guaranteeing the prices until August 31st.* Keep this quote to use when ordering. DO NOT include the quote with your request.

To investigate district-approved vendors: **Click on the Master Vendor List** provided on the grant application page on our website.

In the Master Vendor List, the column header category tells you the items the vendor's contract was awarded. For example, if you click on the drop-down arrow, you can filter this by typing "books" into the search box and enter. All the vendors that we can purchase books appear (could be multiple pages). You can use this filter for almost anything you want to purchase.

- Only district-approved vendors and district-approved products are allowed. Vendors and FBISD Buyer contact information is available when you click the vendor's name to open details in the blue box. ****Your campus secretary or department chair can also help****

Question 4 in the Application:
Click "Add Budget Line"

You can type vendor name and it will pop up. (Note – erase "select" to type in vendor name)

Choose the **Vendor** in the pop-up menu. ***Wal-Mart is not an approved vendor and cannot be used to purchase items in your budget!***

- *Ensure that you are requesting items from the appropriate vendor. Just because it is a district-approved vendor, does not mean they are the appropriate vendor for your particular item. Remember: the Master Vendor List includes the category for the items awarded them.*
- ***AMAZON***
  - *The following are the only items you may purchase from Amazon*
    - Classroom, School, Art Supplies and Materials
    - Career and Technology Education Materials and Supplies
    - Books
    - Audio Visual Supplies and Computer Peripherals
    - Scientific Equipment and Lab Supplies
    - Apparel
    - Agricultural Supplies and Equipment
    -

- **Vendor Number** will populate automatically.
- Enter **Vendor Item Number**
- Enter **Description**
- Enter **List Price** and **Discounted Price** (this may be the same or different)
- Enter **Quantity**.
- Click **Save and Return to Application** or click **Save and Enter Another** if you have more than one item for the same vendor.
  - *The system may be slow when adding budget items, do not continue clicking save, otherwise multiple lines of the same item will appear.*
- ***A shipping line must be added for each vendor, even if they do not charge for shipping.***
  - Select the Vendor Name and the Vendor Number will populate automatically.
  - Vendor Item number enter **Shipping**
  - Description: enter **Shipping**
    - **The description and quantity will automatically populate. If they charge for shipping, enter that amount in list price and discount price.**
  - List Price and Discount Price: enter the shipping amount, enter "0" if no shipping charge
  - Quantity: enter "1"
  - If you have another vendor add another shipping line for each vendor.
  - **Download your final budget and save and/or print it**, so you will have it available if your grant is awarded. You will need it to order your items.

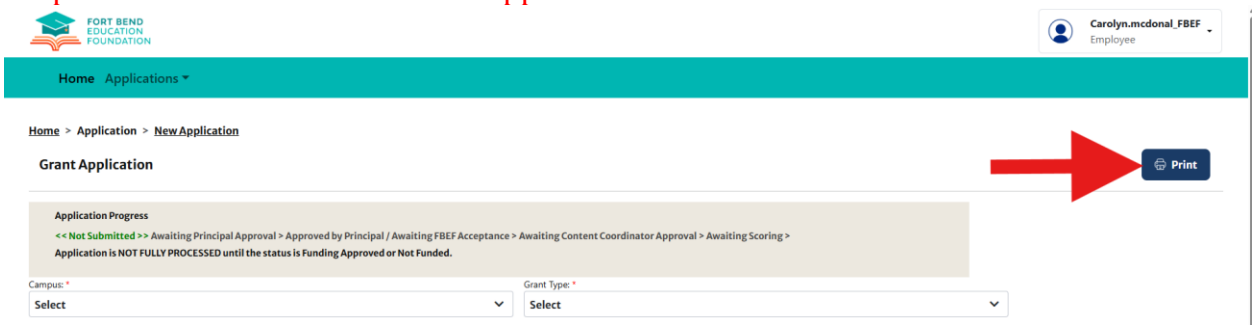
NOTE – No District P cards can be used.

UPLOAD SUPPORTING DOCUMENTS

- You must upload at least one picture(s) and/or Catalog page(s) of items requested.

PRIOR TO CLICKING SUBMIT:

1) **Print your grant application.** This allows you to keep a copy of the written portion in Word. When you print, it will download a copy to your computer. This way, you can make edits before submitting. Once your edits are finalized, simply copy and paste them back into the online application.



2) **Download your final budget**, so you will have it available if you are awarded the grant. It will be needed to order your items.

3) **Proofread your grant!** *Once you click SUBMIT, you CANNOT make changes.*

SUBMIT APPLICATION

Click Submit

- If you do NOT receive a confirmation message that your submission was successful, your screen will display information that still needs to be completed. After you submit your grant, your principal will receive an e-mail requesting approval. Please follow up with your principal to ensure that he/she approves the grant.

***** If you receive an error message, please refresh your browser. The system has timed you out. Log back in, go to applications, click search, enter your school, click on your application ID to open.**

*** Please note for book or book collection Requests ***

All books or book collection requests must meet State and District criteria for text collections. If any book in a requested collection does not meet these criteria, the entire grant request will be disqualified.

All titles must be in a campus library collection at your level.

- **For Individual book requests**:
  - Clearly include the title and authors of each book in the Budget Line description.
- **For book collections:**
  - Upload a complete list of all titles and authors included in the collection.
  - You may need to contact the vendor to obtain this list.
  - Must include an ISBN number for each text.
  - If these instructions are not followed, your grant can be denied.

- **Elementary & Secondary teachers:**
    - Please refer to the Library Media Services website for a current list of non-approved books (Do Not Purchase List)