Online Grant Application—Principal Instructions

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

LOG IN

Go https://fbefgrants.fortbendisd.com/

Click the **FBISD Employee** box.

- Login with Username and Password.
  - Username is firstname.lastname or the credentials use you to login every day. Do not include @fortbendisd.gov

Click on **Applications** in top menu bar. Choose **Search.**

Search Criteria

Fill in Campus, Click **Search**

- Below Search Criteria a spreadsheet will appear of applicants from your campus.

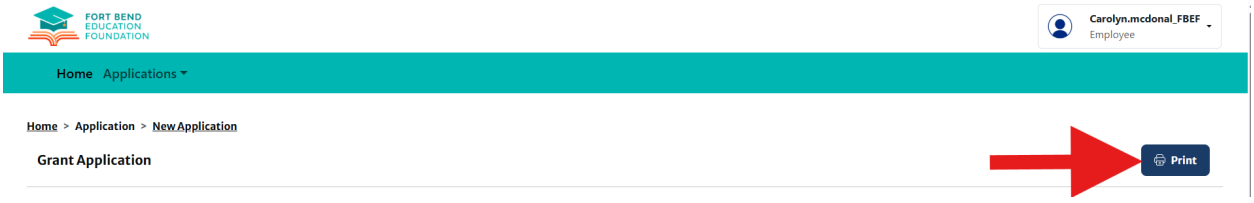
Click on **AppID** to view a Grant Application.

At the dropdown box, Awaiting Principal Approval, choose one of the following:

- If you *approve*, click Approved by Principal/**Awaiting FBEF Acceptance - HIT SAVE!**
- If you *deny*, the application process STOPS.
- If you *want your teacher/staff to edit something*, choose **Not Submitted** and an email notification will be sent letting them know the status has been changed. You may want to follow up with a personal email directly to them.

Printing

- ***To print, click export button.***



Please note:

- *Guidelines are available within the online application for you to print and review for teacher/team and school-site grants.*
- Assistant principals and executive assistants can now approve or deny grants on behalf of principals. This option should only be used if the principal is unable to act and has directed the AP or EA to do so.

Updated 9/18/2025