Teacher, Team, Department and Site Grants

Application Guidelines

Helpful Hints

1. Recognizing that many evaluation measures emphasize standardized test scores, such as STAAR, the purpose of this program is not to increase performance on a standardized test, but rather enhance the educational experience in the classroom.
2. Supplemental classroom materials and prepackaged kits are acceptable, however, **grants that demonstrate creative and effective implementation and inspire students to learn will be evaluated higher.**
3. Grants that directly benefit large numbers of students receive preference.
4. Grants, which utilize durable, reusable items, receive preference.
5. Grants that share materials and/or techniques between grades, groups, schools, etc. receive preference.
6. Proposals for new programs are preferred over repeat requests.
7. ***Funds for field trips, salaries, subscription services, teacher trips, iPads, training, food, or speaker fees are NOT awarded.***
8. Only district-approved vendors and district-approved products are allowed. Ensure you are requesting the item(s) from the appropriate vendor. Just because it is a district-approved vendor, does not mean it is the appropriate vendor for your particular item. Consult the **Master Vendor List** provided on the Grant Application page on our website.
9. For grants involving the purchase of printers, hardware, or other technology-related items, please select **Educational Technology** as the content area.
10. 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)

Common Disqualifiers

- School name in grant
- Non-approved vendor
- Missing shipping line
- Missing required supporting documents
- Book collections without complete title/author/ISBN information
- Requesting books that do not meet district/state criteria

Document Preparation Guidelines

1. Correct grammar and spelling are necessary. Errors count against the grant score.
2. ***Catalog pages of major items to be purchased must be included.***
3. ***Do not place your name, campus name, or initials anywhere in the grant including uploaded documents – this will disqualify you.***
4. Do not upload quotes.

Policies

1. Grants will not be awarded for costs and items that may be available from other sources such as federal or state funding or district funding.
2. Funds will not be awarded to a campus submitting multiple individual applications to fund an entire program.
3. The Foundation will not fund grant requests that exceed the stated dollar limit.
4. A timely evaluation for each grant must be submitted by the stated deadline. Those who do not may be eliminated for consideration for grants for the following academic year.
5. In the event a recipient of a teacher grant transfers to another school within the district, the teacher may transfer the grant program to the transfer school, provided the transfer is to a compatible grade level. ***Team and Site grants are non-transferable.***
6. Disputes regarding a grant transfer may be resolved by a special sub-committee of three Board Members appointed by the Vice President of Program Allocations

Purpose of Individual Teacher and Team Grants:

- The purpose of Grants to Teachers is to enhance, promote and augment classroom instruction in areas not allotted in regular budgetary funds or not eligible for reimbursement from other sources.

Maximum Amount of Award

- Teacher/Team Grant: $100 to $1,500
- Elementary School Site: $2,000
- Secondary School Site: $5,000

Funding Periods

- Grant applications are due January 21st
- Award notifications will be sent on April 23th
- Grants are awarded at Grant Awards Ceremony mid-May 2027

- Grant items must be ordered by September 30th

Limitations for Application Submission per Funding Period

- An individual applicant may only apply once for each of the following types of grants: School Site, Team Grant and Individual Teacher Grant.
- A team may only apply for one Team Grant per grade level.
- Campuses may only win three School Site grants a year.

Selection of Grant Recipients

- It is the responsibility of the Allocations Committee, under the guidance of the Vice President of Program Allocations, to review applications and recommend grants. Selection is based on the quality of the program as well as amounts requested relative to funds available.
- The appropriate FBISD Curriculum Coordinator or Department Director reviews each grant to ensure that they meet FBISD instructional program goals.
- **Notification letters will be sent the fourth week in April each year and recipients will be recognized at a Grant Awards Ceremony in May.**

Distribution of Funds

- Funds will be distributed and coordinated by the Business and Finance Office of FBISD.