



*SBISD—A Legacy of Learning  
Celebrating 65 Years*

## **Spring Branch Education Foundation** *Guidelines for Grant Application Submissions*

### ***Mission Statement***

*Spring Branch Education Foundation's mission is to provide resources to enhance the quality of education in the Spring Branch Independent School District.*

### **Guidelines for Grant Application Submission**

**Please complete ... Grant Application**

**The fields are interactive – you should be able to type in the boxes.**

### ***Persons Eligible to Submit Grant Applications:***

- Any individual employed by SBISD who is involved in the instruction of students or related support services benefiting students
- PTA Council Representative and/or PTA School Representative
- SBEF Board Members
- SBISD Board of Trustees

### ***Application and Deadline Process for Campus Grant Applications***

- The Foundation will issue the Spring 2011 granting period Call for Grants no later than February 2, 2011.
- Prospective applicants should submit a **Spring Branch Education Foundation (SBEF)** Grant Application by October 4, 2010 for the Fall Grant and by [March 3, 2011](#) for the Spring Grant.
- Submit your application electronically and the program will send the application straight to us.
- Keep a copy of your application for your records.
- Grant Request from individual campuses cannot exceed \$5,000
- All grant requests are first reviewed by the district's Development Team to ensure compliance with all relevant district policies and guidelines. If the Development Team does not approve your grant application, Julie Hodson, the Grant Department Administrator will contact you. If the Development Team approves your grant application, it will be forwarded to **SBEF's Program and Assessment Committee for funding consideration.**
- Each campus may submit no more than one application per grant cycle.

- Only one grant request will be funded per campus per academic year. For example, if a campus grant is approved in the Fall, that campus is not eligible to submit a grant application in the Spring.
- Grant Applications must be approved and signed by the appropriate building principal or department manager. In addition, they must be approved and signed by the Associate Superintendent for Curriculum and Instruction (currently Jennifer Blaine).
- If this grant is technology related, or involves the use of acquisition of technology equipment, hardware or software, it must be approved by the Chief Information Officer (currently Venu Rao).
- If grant is awarded, a check from SBEF will be made out to the campus or department for the amount of the award. Campuses and departments **MUST** submit check to the SBISD Grant Accountant, Maida Dominguez, for deposit into the following account "485.00.5744.000.XXX.00.0.000.FND09". The Grant Accountant, will create a budget amendment request based on your requirements using Fund 485. Budget Director, Pat Grochmall, will set up your budget. To access your grant funds, the campus principal or department head must submit a workflow request to Pat Grochmall listing themselves as the budget approver and the campus or department administrative assistant as the book keeper. All expenditures are to be used from Fund 485. **PLEASE NOTE:** If the above procedure for depositing and expending grant funds is not followed, the grant award is **VOID** and you will be responsible for refunding SBEF the **FULL** amount of the grant.

### ***Selection Process***

- Grant Applications will be reviewed by the Foundation's Program and Assessment Committee.
- Grant Applications approved by the Program and Assessment Committee will be presented to the SBEF Executive Committee in summary form for review and recommendation.
- Grant Applications approved by the SBEF Executive Committee will be presented for final approval to the SBEF Board of Directors at their quarterly meetings on November 18, 2010 for Fall 2010 grants and [May 26, 2011 for Spring 2011 grants.](#) Once approved by the Spring Branch Education Foundation Board of Directors, the proposed grant application shall be presented to the School Board for formal acceptance by the District. Final determination for funding should be made within 60 days of the deadline.
- A Grant Award Letter will be sent to the grant recipient along with a Memo of Understanding. Funds will be distributed to campuses/departments after the signed Memo of Understanding is returned to the Foundation.
- If an application is not funded, a grant denial letter will be sent to the applicant.

### ***Responsibilities of Grant Recipients:***

- Use the funds awarded for the purposes intended in the approved grant.
- Read, sign and return the original Memo of Understanding to the Foundation office for final signatures.

- ❑ The grant recipient will prepare and submit a summary program report and a financial report to the Foundation at least annually, and/or upon completion of the program/project. This report should include information relative to the success of the program/project and an itemization of the expenditure of the grant funds. All written materials, such as signage, newspapers, brochures as well as broadcast and internet materials associated with this grant should indicate that the grant was made possible by the Spring Branch Education Foundation and the Spring Branch Education Foundation's logo should be used on all publicity.