



2022 – 2023 FEF Grant for Great Ideas!

On-Line Application Instructions/Helpful Hints

You must use FISD Approved Vendors for your FEF Grant!

- **Link to Grant Application:**

<https://friscogrants.eformsolutions.com/landing/sign-in>

- Click on **Create New Account →** to create new account.
 - Username: Should be your FISD Email Address
 - Password: Please write down your password and keep in a safe place
- After account is created you will enter your username and password and click on **Login**
- FEF is looking for grant ideas that are original and creative which support Future Ready Learning!

- **Grant Application Sections**

Once a grant application section is completed the icon next to the section will turn to a . The mandatory fields in the sections will be highlighted in **red**.

- **Classroom Application**
 - ISD ID – Please enter your FISD Employee Number
- **About Funding**
 - Please note the minimum \$ amount is not auto generated and should be entered.
 - Maximum \$ amount needed to fund your request is auto generated and comes from the “About Budget” section of the grant application.
 - Your minimum amount should not be higher than your maximum amount needed to fund your grant request.
- **About Project**
 - Please answer all the questions in the About Project section. This section outlines your project and describes your grant request. Please

show how the grant project will impact your students, classroom, grade level or school/department.

- Please avoid using acronyms in your descriptions or if you use acronyms, please define them. Also please do not use your school name in your narrative. Grant applications are reviewed and scored through a blind application process.
- **Co-Applicants**
 - Having a co-applicant is not required to submit a grant application.
- **About Budget**
 - Be sure you include everything you plan to spend on your grant funding on and this includes any shipping costs.
 - Items purchased by applicant that are not itemized in budget section of the application will not be reimbursed.
 - **Only FISD Approved Vendors May be Used!**
 - Please upload a quote from your vendor to the grant application.
 - Item Category – Please select the appropriate category for your grant items:
 - Misc. Contracted Services – 6299
 - Site licenses for software with a life of one year or less that are web based, speaker fees, etc.
 - Reading Materials – 6329
 - Books, magazines/newspapers subscriptions, guided reading books, etc.
 - General Supplies – 6399
 - Consumable teaching and office items, etc.
 - Misc. Operating Expenses – 6499
 - Awards, food/refreshments for school related functions
 - Equipment – 6396
 - Per unit cost less than \$5,000 and useful life of more than one year
 - Technology – 6398
 - Per unit cost less than \$5,000 and useful life of more than one year
 - Shipping
 - Shipping charges
- **Principal Approval**
 - Please enter the name of your principal or supervisor (if in a department) in this section. Please do not enter your name in this section!

Don't forget to click on the

Submit

icon to submit your grant application!

Important

- **DO NOT SUBMIT** your application until you are sure you are finished with it! Once you submit, you will not be able to go back and edit.
- If you have not submitted your application, you may go in and out of the grant application!
- Once application is submitted, applicant will receive an email confirming application has been successfully submitted. Please print a copy for your completed grant application for your records.
- You may log into your application to see status: Submitted and print even after you have submitted but you will not be able to edit.
- **Deadline to Submit is 4pm on Friday, September 9, 2022 – No Exceptions!**
 - The system will lock down at that time and any un-submitted grant applications will not be accepted or available to complete and submit.
 - It is the applicant's responsibility to check status of application to be sure grant application reflects submitted status.