





## 2024 – 2025 FEF Grant for Great Ideas!

### On-Line Application Instructions/Helpful Hints


*FEF is looking for grant ideas that are original and creative which support Future Ready Learning.*

***FISD Approved Vendors must be used for your FEF Grant!***

- **Link to Grant Application: [2024-2025 FEF Grant Application](#)**

- Click on  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 created, enter your username and password, and click 

- **Grant Application Sections**

Completed sections will show a  next to them. Mandatory field sections highlighted in **red**. Click on “Save” as you progress.


- **Classroom Application**
  - Enter your FISD Employee Number.
- **About Funding**
  - Select Grant Classification that best identifies with your grant request.
    - Multiple classifications can be selected.
  - Enter minimum \$ amount (not auto generated).
  - Maximum \$ amount is auto generated.
    - Amount is generated from the “About Budget” section.
  - Ensure minimum amount is not higher than maximum amount.
- **About Project**
  - Answer all questions clearly.
    - This section outlines your project and describes your grant request.

- Describe how the project impacts students, classroom, grade level or school/department.
    - Avoid acronyms or define them.
    - Refrain from using your campus/department name in the narrative.
  - **Co-Applicants**
    - Optional for grant submission.
  - **About Budget**
    - Include all planned expenses. Do not forget shipping charges.
    - **Only use FISD Approved Vendors!**
      - **Amazon Note: Just because you find an item on Amazon does not mean it will be available through the FISD Amazon Business List. Verify availability on the FISD Amazon Business List.**
    - Upload quote from any vendors.
    - Item Category – Select the appropriate category for grant items.
      - Reading Materials – 6329
        - Guided reading books, magazines, magazines subscriptions, reference material (i.e., manuals, guides, dictionaries, etc.)
      - General Supplies – 6399
        - Consumable teaching and office items such as paper, pencils, workbooks, activity books, audiovisual aids such as video, manipulatives, posters, CD or DVD disk, flash drives, software, food for instructional purpose (i.e., food for cooking class), technology accessories /supplies (mouse, adapters, data cable)
      - Misc. Operating Expenses – 6499
        - Awards, food/refreshments for school related functions (i.e., Community Coffee, Dr Pepper, snacks)
      - Equipment – 6396
        - Per unit cost less than \$5,000. Furniture (chairs, bookshelves, tables, cabinets, Buddy Benches), cameras, projectors, sound systems, Band Instruments, graphing calculators, gaming console, microscopes, podcast microphones
      - Technology – 6398
        - Per unit cost less than \$5,000. Computer/Laptops, iPads, Printers, Scanners, Software License

Renewal, Chromebooks, Monitors, 3D Printers, Sphero Bolt Power Pack Robots, portable monitors

- Shipping
  - Shipping charges
- Total Budget Amount auto generated once you click on save.
  - Also appears in the *About Funding Section* in the maximum \$ amount to fund your request.
- **Principal Approval**
  - Enter principal or supervisor (*if in a department*) name.
    - Please do not enter your name in this section!
    - Principal approval email will be sent once application is submitted.

### **Important Reminders**

- **DO NOT SUBMIT** until finished!
  - Once you submit, you will not be able to go back and edit.
- Save progress before logging out.
  - You may go in and out of the grant application until you submit.
- Did you use approved FISC vendors?
- **Do not be a 3:59er!**
  - **Deadline to Submit is 4pm on Friday, September 6, 2024 – No Exceptions!**
  - System locks down at deadline.
  - Grant applications not submitted by deadline will not be accepted.
  - Applicant's responsibility to check application status.
- Do not forget to click the  icon to submit your grant application!
- Email confirmation sent upon submission.