

2009
Plano ISD Education Foundation
Grants to Educators Program

Guide for Applicants

Overview and Timeline of Grant Activities June 15 – November 30, 2009

- Mon., June 15** Plano ISD Education Foundation Educator Grant Program begins accepting grant applications in the *Grantworks* all-electronic grant application and approval system. Application information is available on Foundation page at <http://www.pisd.edu/about.us.foundation/grants.shtml> or you may access the *Grantworks* system directly at <http://grants.pisd.edu>. Applications are due electronically on or before Wed., Sept. 23 by submitting to Principal Approver through the *Grantworks* application. The Principal Approver then reviews and approves the application prior to Noon, Tuesday, September 29. The principal's approval will automatically forward the application to Foundation for judging. If not electronically approved, the application will not be forwarded. (See step-by-step application process in next set of instructions.)
- Thurs., Sept. 17** Applicant Training available at PISD Admin. Bldg, Rm. 311, 4:30 p.m.
- Wed., Sept. 23** Deadline for all applicants to have submitted completed grant applications electronically to their principals via the *Grantworks* application for principal's electronic approval.
- Noon, Sept. 29** Deadline for lead applicant's principal to electronically approve Plano ISD Education Foundation grant applications. Principals' electronic approval completes a grant's application process and automatically submits grants electronically to the Plano ISD Education Foundation for judging. You may view the status of your grant application in the *Grantworks* application system.
- Mid-November** Surprise date TBD for Plano ISD Education Foundation Prize Patrol delivery of grants to award-winning educators. More than \$60,000 will be distributed. Funds to be spent on projects by close of school year.
- Nov. 30, 2009** All applicants notified of judging determination.

For Applicants Only: Step-by-Step Process to Apply for an Educator Grant through the Grantworks Application and Approval System:

- ❑ To apply for a grant for a classroom, grade level, school-wide project, or multi-school project, access the online application through the PISD website at <http://www.pisd.edu/about.us/foundation/grants.shtml> then *Grantworks Application and Approval System*.
OR
<http://grants.pisd.edu>
- ❑ First time users:
Use the URL addresses above.
Choose “sign up” to create an account and set a password.
Fill out the form to create an account. *Note: All of the fields are required.*
Submit this form, and an email will be sent to your email address so that your account can be activated. *Note: You will not be able to login until you follow the directions in that e-mail.*
- ❑ Existing users:
Use the URL addresses above.
Login with your email address and password. *Note: If you do not remember your password, please choose “Forgot Password:” and your password will be emailed to you.*
- ❑ Once your account has been created, you will be able to login to *Grantworks* at any time with your e-mail address and password.
- ❑ **The *Grantworks* electronic grant application does not have a spelling and grammar check feature. If spelling and grammar check is desired by applicants, please edit answers in MS Word using the spell check features, then copy and paste into the application.**
- ❑ Follow the instructions for completing the online grant application. You may save and come back to the document as many times as you wish before submitting. Please do not reveal the name of your school or school mascot unless specifically requested to do so. This enables our judges to review the application with no chance of bias.
- ❑ When finished, click “submit,” to forward the application to your principal for approval. **Application is to be submitted to your principal approver by close of day on Wednesday, September 23.**
- ❑ Principals will then be notified via *Grantworks* e-mail that they need to review and approve the grant application. It is your principal’s electronic approval that automatically submits the grant application to the Plano ISD Education Foundation. **The Principal Approver is to complete the approval process by Noon, September 29.**
- ❑ If the application is not approved by your principal, it will be returned to you. You may be asked to make necessary revisions and resubmit to your principal for approval. *Please allow ample time for this.*
- ❑ You will be able to track the status of your grant on *Grantworks* until the point it has been approved and reaches the Plano ISD Education Foundation. Once the grant is completed

and forwarded to the Foundation the status bar will not change. All status from that time forward will be confidential and will not show to the applicant. You will be notified in mid- to late November if your grant application was approved.

NOTE: Multi-campus grants from a team of educators are to be submitted to the lead applicant's principal for approval. They will NOT be forwarded to other principals for electronic approval; therefore, all grant team members must have approval from their campus principals prior to participation in the grant application, with explanation of the concept and use of funds if awarded.

GRANT APPLICATIONS DUE TO PRINCIPAL by close of day on Wednesday, September 23, 2009.

GRANT APPLICATION DEADLINE: Principals must submit approved application by 12 noon on Tuesday, September 29, 2009.

For technical assistance with the electronic *Grantworks* application or approval process, please contact *Grantworks* by e-mail at: Grantworks@pisd.edu. You will receive support from the PISD Technology Department within 48 hours.

For general questions, grant criteria, judging process, and other grant-related process questions, please e-mail Stacy Hardin at the Foundation office at: stacy.hardin@pisd.edu or call at 469/752-8272.