Grant Application Instructions

This website works best with Google Chrome. If other browsers are used, it will affect speed and format.

Go to http://fbefgrants.fortbendisd.com

- **At any point during the application process, you may click "save for later" and return to your grant application.**
    - * *Please do not start a duplicate application! Use the search screen to find the application(s) you are working on by your name*
- **Your application is not submitted until you click "submit".**

Click the **FBISD Employee** box.
- *   Login with Username and Password.

Read the Grant Application Process.

Click **Application** on the top menu bar.
- Choose **New Application** for a new grant.

OR
- Choose **Search My Applications** for a grant you have already started.

Click okay on message from webpage after reading (first time users only)

Complete Application
- Campus
- Application Guidelines will appear next
    - * *We highly recommend reading the Application Guidelines before proceeding so that your application is not disqualified.*
- Grant Type
- Choose Individual or Team
    - *   List Team Members with <u>first and last names</u> only *– no titles. If you have more than seven names due to a large team, please name your team, like 1st Grade Team*
- Content Area – If your grant crosses curriculums, choose the content area that most fits the resources you are asking for in your budget.
- Purpose
- Position
- Are you an Itinerant Employee?
    - *   Do you work at multiple Campuses?
- Grant Title *(**Do not** mention the school name in the title-automatic disqualification)*
- Grade Level(s)
- Conditions—must agree by clicking the boxes

Continue with the grant specific questions.

Budget Plan

Please note: It is <u>required </u>that you obtain a written quote from each vendor (this is NOT a web quote or a copy of the current pricing). Contact the vendor's representative listed on the Master Approved Vendor List and ask for a quote *guaranteeing the prices until August 31st.* Keep this quote to use when ordering. <mark>DO NOT include the quote with your request.</mark>

To investigate district-approved vendors: **Click on the Master Vendor List** provided on the grant application page on our website.

In the Master Vendor List, the column header category tells you the items the vendor's contract was awarded. For example, if you click on the drop down arrow, you can filter this by "books" and all the vendors that we can purchase books from sort to the top. You can use this filter for almost anything you want to purchase.

Question 4 in the Application:
Click "Add Budget Line"

Choose the **PeopleSoft Vendor** in the pop up menu. <mark>*Wal-Mart and Amazon*</mark> *are not an approved vendor and cannot be used to purchase items in your budget!*
- Only district-approved vendors and district-approved products are allowed. Vendors and FBISD Buyer contact information is available when you click "here" in the blue box. ****Your campus secretary or department chair can also help****
- *Ensure that you are requesting items from the appropriate vendor. Just because it is a district-approved vendor, does not mean they are the appropriate vendor for your particular item. Remember: the Master Vendor List includes the category for the items awarded them.*
- **PeopleSoft Vendor Number** will populate automatically.
- Enter **Vendor Item Number**
- Enter **Description**
- Enter **List Price** and **Discounted Price** (this may be the same or different)
- Enter **Quantity**.
- Click **Save and Return to Application** or click **Save and Enter Another** if you have more than one item.
  - * *The system may be slow when adding budget items, do not continue clicking save, otherwise multiple lines of the same item will appear.*
- <mark>*A shipping line must be added <u>for each vendor,</u> even if they do not charge for shipping.*</mark>
  - * Select the PeopleSoft Vendor Name and the PeopleSoft Vendor Number will populate automatically.
  - * Vendor Item number enter **Shipping**
  - * Description: enter **Shipping**
  - * List Price and Discount Price: enter the shipping amount, enter "0" if no shipping charge

* Quantity: enter "1"
* If you have another vendor add another shipping line for each vendor.
* **Download your final budget and save and/or print it**, so you will have it available if your grant is awarded. You will need it to order your items.

Upload Supporting Documents
- You must upload at least one picture(s) and/or Catalog page(s) of items requested.

PRIOR TO CLICKING SUBMIT:
1) **Export and/or print your grant application.** This will allow you to keep a copy of the written part of your grant and edit your grant so you can copy and paste in the changes to the application. There is no access to the grants once the application process is closed.
2) **Download your final budget**, so you will have it available if you are awarded the grant. It will be needed to order your items.

In order to export or print, ensure Reading Mode is turned on—
see top of grant application page
To print, you must click Print rather than Control P so that all pages print.

3) **Proofread your grant!** *Once you click SUBMIT, you CANNOT make changes.*

Click Submit
- If you do NOT get a message that it was **submitted successfully**, **please scroll to the top for an explanation of missing criteria.**
- After you submit your grant your principal will receive an e-mail requesting approval. Please follow up with your principal to ensure that he/she approves the grant.

***** If you receive a run-time error refresh your browser, the system has timed you out. Log back in, go to applications, click search, enter your school, click on your application id to open.**