

Grant Application Instructions

Audience: All Katy ISD Teachers

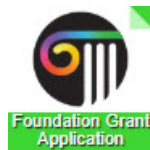
Summary: Instructions on how to enter a grant application by utilizing the Education Foundation Grant Application tile in MyKaty.



KATY ISD Education Foundation
"Where Imagination Inspires"

Foundation Grant Application Instructions

1. Log into **MyKaty**, and select the **Education Foundation** tab at the bottom of the screen.
2. To begin an application, select the **Foundation Grant Application** tile.



3. The **Foundation Grant Application** window will open. Click the green "Start Application" button to begin the grant application.

A screenshot of the Foundation Grant Application window. At the top is the Katy ISD Education Foundation logo and the text "KATY ISD Education Foundation Where Imagination Inspires". Below this is a green link "Important Grants Information" with a dropdown arrow. Under "Dates", there are three bullet points: "Grants are due in the Foundation office by 5:00 p.m. on Friday, February 19.", "Grants will be awarded in April and May and funded for the 2021-2022 school year.", and "Please note the application deadline, this date is final and there will be no extensions provided. The system will automatically prevent application submission after the deadline." Under "Support", there is a paragraph: "If you have any questions about the application process, please contact Heather Sanders by email to heatherasanders@katyisd.org or call 281-396-2468." Below this is another paragraph: "You may edit your application after submitting, up until hard copies are turned in. Please make sure all your personal details are entered accurately, including contact details, so that we may contact you if your application is successful." At the bottom, there is a section titled "My applications" with a dropdown menu set to "Active season (2021-2022 GY 9)" and "Current". Below this is a table with one row containing a green "Start application" button, a "Copy" button, a "Delete" button, and a "Download" button. To the right of the table is a search bar with "Search list" and "Advanced" options.

4. From the green **START HERE** tab, user must select either Campus Collaborative or Single Campus from the Category dropdown:

Category

▼

Campus Collaborative

Single Campus

5. If user chooses **Campus Collaborative**, user will select from the following two application type options. One must be selected: Team of Three or More Application or Team of Two Application. (A Campus Collaborative is defined as applicants from more than one campus collaborating together on one application).

Category

Campus Collaborative

▼

Team of Three or More Application

Team of Two Application

6. If user chooses **Single Campus**, user will select from the following three application type options. One must be selected: Individual Application, Team of Three or More Application, or Team of Two Application: (A Single Campus is defined as an individual applicant or applicants from the same campus collaborating together on one application).

Category

Single Campus

▼

Individual Application

Team of Three or More Application

Team of Two Application

7. User to fill out the Application Name:

Application name

8. User to read and agree to the eligibility requirements by checking the two check boxes:

<input type="checkbox"/> I am eligible to apply for this grant.	<p>All Katy ISD teachers or teams of teachers on the same campus, including counselors and librarians, who are directly involved in student instruction are eligible to apply.</p> <ul style="list-style-type: none"> All itinerant teachers who are directly involved in student instruction are eligible to apply with district supervisor signature rather than that of a campus principal. An individual teacher may be listed on no more than three grant applications total, including individual and team grants, and listed as Lead Teacher on only one application, either team or individual. A grant activity will be funded for no more than three consecutive years at the same campus.
<input type="checkbox"/> I am voluntarily submitting this application.	<p>In doing so, I understand that the application may or may not be chosen to receive grant funds. If chosen to receive funds, I agree to comply with all Katy ISD Education Foundation Grant and Financial Guidelines including, but not limited to, providing a complete accounting of all expenditures and detailed project evaluation. The lead teacher will serve as the primary contact, spokesperson, and grant manager.</p>

9. Click the green **Save + Next** button. This will advance user to the **APPLICANT INFORMATION** tab (Step 11 below). This process will also save the application to the "My Applications" home page where the user can access it and continue entering information.

Save + next

Cancel

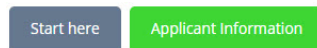
- The newly created application title will appear with any other applications you have started for the current year (listed as Active Season).



- To delete a grant application: check the check box to the left and click the **Delete** button to the right of the "Start Application" button.
 - To continue adding information to the grant application, click on the title of the grant in green.
10. At any time user may **SAVE**, **CLOSE** an application, **PREVIEW** an application, or when completed, **SUBMIT APPLICATION**. To print application, click on the printer icon to the right of the application. You will be able to view, print or save it to your device.



11. To continue the application process, once application is opened, click on the **Applicant Information** tab.



12. User will select from **School Type**: Elementary, Junior High, or High School. If the application is a collaborative effort, user to choose the school type of the lead teacher campus level.

School Type (for collaborative choose lead teacher campus level)

▼

Elementary

Junior High

High School

13. Once chosen, a second dropdown menu will appear for user to choose **Campus Name** based upon school type chosen. If the application is a collaborative effort, user to choose campus name of the lead teacher.

School Type (for collaborative choose lead teacher campus level)

Elementary ▼

Elementary Campus Name (for collaborative choose lead teacher campus)

School Type (for collaborative choose lead teacher campus level)

Junior High ▼

Junior High Campus Name (for collaborative choose lead teacher campus)

School Type (for collaborative choose lead teacher campus level)

High School ▼

High School Campus Name (for collaborative choose lead teacher campus)

14. Type in the Lead Teacher's Name, and choose the Lead Teacher's role from the dropdown choices: Teacher, Librarian, Counselor

Lead Teacher Name

Lead Teacher Role

▼

Teacher

Librarian

Counselor

15. Enter the remaining fields: **Lead Teacher KISD Email Address**, **Instructional Coach Team Member Name (if IC is a member of grant - OPTIONAL FIELD)**, and **Principal Name** (for Campus Collaborative, enter the Lead Teacher's campus principal)

Lead Teacher KISD Email Address

Instructional Coach Team Member Name (if IC is a member of your grant) (optional)

Principal Name (for campus collaborative, list lead teacher campus principal)

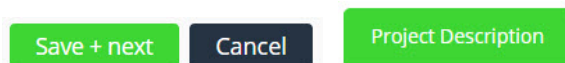
16. Click the green **Save + Next** button to save and/or continue to **Additional Principals** and **Team Members** tabs. The **Additional Principals** tab will appear on **Campus Collaborative** application type. The **Team Members** tab will appear on all application types EXCEPT a Single Campus, Individual Application. If user has chosen a Single Campus, Individual Application type, skip this step and move on to Step 19: **Project Description** tab.



17. On both the **Additional Principals** and **Team Members** tabs, to add a principal or team member, click on the green **Add contributor** button. This button will expand to allow you to add a principal and choose from the list of principal campuses on the **Add Principals** tab, and it will allow you to add a team member, the team member's KISD email address, and the team member's campus from the list of campuses on the **Team Members** tab.

User may add additional principals and team members by clicking the **Add Contributor** button to add as many as needed.

18. Click the green **Save + Next** button to save and/or continue to the **Project Description** tab.



19. Select the **Primary Content Area Focus** from the dropdown menu. Only ONE selection is allowed.

Primary Content Area Focus (Choose the department which aligns to the content of your grant application).

- Athletics
- Bilingual/ESL
- Career & Tech Education
- Counseling
- ELA
- Fine Arts
- G/T

20. Checkmark the **Grades** the grant will reach; user may check as many as apply. Enter the **Number of Students Impacted** in the text box provided.

Grades Reached:

- PreK
- K
- 1st
- 2nd
- 3rd
- 4th
- 5th
- 6th
- 7th
- 8th
- 9th
- 10th
- 11th
- 12th

Number of Students Impacted:

21. Answer the series of questions by choosing the radio button: YES or NO; all questions are required.

If Funded will this Grant will Require: Purchase of technology equipment, software or online subscriptions?

Yes
 No

If Funded will this Grant will Require: Building / Grounds modification?

Yes
 No

Does this grant include STEM activities?

Yes
 No

Is this grant a continuation of a Katy ISD Education Foundation Grant you previously received at this campus?

Yes
 No

Will items purchased by the grant funds be used this year and successive school years?

Yes
 No

22. **Project Details:** Note that each section includes a text box with a limit on the number of characters that can be entered into the field. Characters include letters, numbers, spaces, and punctuation marks. On the right hand side in the gray area is a hint or description of what the question is asking.

Your Grant at a Glance: 0 / 300 characters

Introduce your grant with a succinct and compelling overview of the project.

B I H | | | | | About Markdown formatting

23. **Budget Summary:** Enter the Category, Item name, Quantity, Budget Amount (in whole dollars ONLY) to include shipping

cost, Vendor Name, and Vendor Contract/Cooperative Number for each item; one item per line. If more than four rows are needed, click on the **ADD ROW** button. Ensure that requested amounts do not exceed the listed category limits. User will manually add the **Budget Amount** column, and enter that dollar amount into the **Budget Total**.

PLEASE NOTE: ALL Technology requests must adhere to Katy ISD Technology Standards and costs. Requests exceeding grant category limits will NOT be considered for funding:

- * \$1,000 Single Campus - Individual Application
- * \$2,500 Single Campus - Team of Two Application (not including Instructional Coach)
- * \$5,000 Single Campus - Team of Three or More Application (not including Instructional Coach)
- * \$2,500 Campus Collaborative - Team of Two Application (for two campuses)
- * \$5,000 Campus Collaborative - Team of Three of More Application (for three campuses or more)

Budget Summary:						
	Category (Contracted Services, General Supplies, Printing, Reading Materials, Student Admission, Student Transportation, Trackable Technology, Other)	Item	Quantity	Budget Amount	Vendor Name	Vendor Contract/Cooperative Number
1						
2						
3						
4						

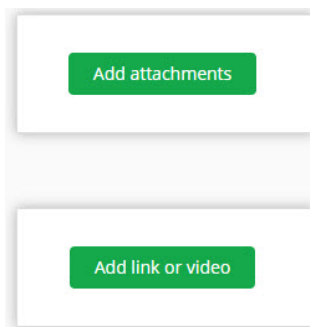
[Add row](#)

Budget Total:

24. Click the green **Save + Next** button to save and/or continue to the **Supporting Material** tab.



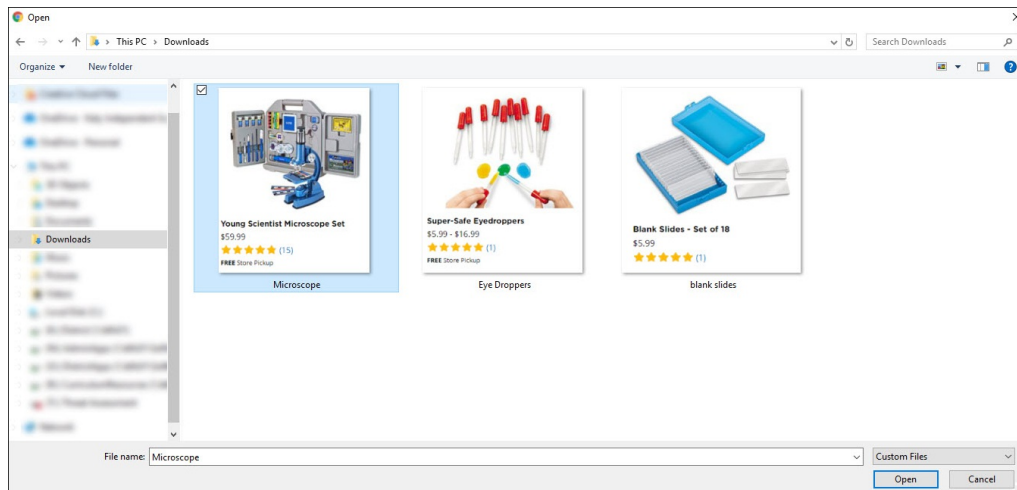
25. User can add attachments, links, or videos. Click the green **ADD ATTACHMENTS** or **ADD LINK or VIDEO** button.



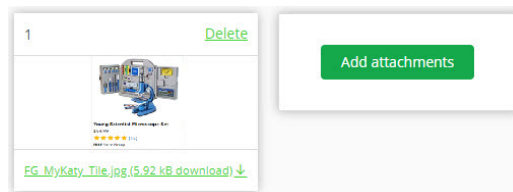
Material may be supplied as follows:

- Upload JPEG or PDF files. Maximum file size is 5MB per piece. A maximum of five pieces can be uploaded with your application.
- Video attachments may be hosted on a video site such as YouTube or Vimeo.
- Provide website URL's to the publicly accessible campaign or active URL of a landing page. Please ensure any applicable usernames and passwords are provided and active.
- Please do not upload any further written material as the reviewers will not consider these. The written component of your application should be fully explained within the provided form fields.

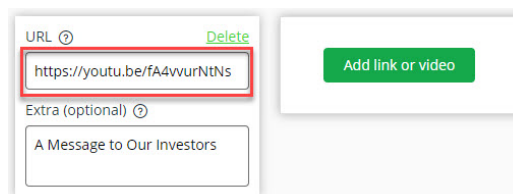
26. **ADD ATTACHMENTS:** Locate the file or link you wish to upload. Click the **OPEN** button in the bottom right hand corner.



27. Your file will be uploaded and be visible to the user. User can continue to add additional attachments by clicking on the green **ADD ATTACHMENTS** button. If user wishes to delete the uploaded attachment, click on the green **DELETE** in the upper right hand corner of the attachment image.



28. **ADD LINK or VIDEO:** Locate the url link or video; copy and paste the link in the field provided. You may enter a description in the **EXTRA** text box below (optional). User can continue to add additional links or videos by clicking on the green **ADD LINK or VIDEO** button. If user wishes to delete the link or video, click on the green **DELETE** in the upper right hand corner of the Link/Video.



29. Click the green **Save + Next** button to save and/or continue to the **Application Checklist** tab. All checkboxes on the **Application Checklist** tab are required and must be checked in order to submit your application.



30. Once application has been completed, you can submit by clicking on the green **SUBMIT APPLICATION** button. You will receive an email informing you that your application has been submitted successfully with a link to your application. You can print your application at any time by clicking on the .pdf icon (see Step 9 for reference).



31. Deliver **signed (in blue ink) original printed application** to Foundation Office at the Education Support Complex located

at 6301 S. Stadium Lane, Katy, TX 77494 no later than **5:00PM on February 27, 2024.**

32. If sending by inter-office mail, please allow additional time and confirm by email or a phone call at (281) 396-6031 that the application has arrived in the Foundation Offices prior to the deadline.