

Applying for Grants

Our goal is to work with applicants identifying funding sources and providing assistance with proposal development. In order to make this a smooth process, we all must adhere to some basic guidelines.

Any Southside ISD employee who wishes to pursue a federal, state, region or local grant must first obtain approval by submitting a Permission to Apply for Grant form. This excludes Southside ISD Foundation grants.

If you wish to apply for a grant in any amount, please email the completed Permission to Apply for Grant form at least **THIRTY (30)** business days before the funder deadline to melissa.holquin@southsideisd.org. If approved, the application must be reviewed and authorized before submission to the funder.

Permission to Apply for Grant Form

You will have to download the application in order to fill it out in pdf format. You must have a physical signature from the Principal/ Department Administrator. Once completed, please email application to melissa.holquin@southsideisd.org

The Southside ISD steps are as follows:

Step One:

- Identify a need that aligns with district goals and/or specific campus improvement plan objectives.
- Develop an idea or program plan to meet that need.
- Identify a possible funding source, funding websites, content area publications, etc.

Step Two:

- Complete and submit the Permission to Apply for a Grant to melissa.holquin@southsideisd.org
- The Federal Programs Director will forward the Permission to Apply for a Grant form to the CFO and the appropriate Executive Cabinet members for approval.
- The applicant will be notified of the approval and/or denial within seven (7) business days..

Step Three:

- Approved applicants can proceed with grant development, following a timeline, to ensure a timely submission of the proposal.

Step Four:

- The final draft of the proposal should be reviewed, and then submitted to the Federal Programs Director and the Chief Financial Officer for the Executive Cabinet to review the application for completeness. Should any changes be needed, you will be contacted. Once all required signatures have been secured, the applicant will be notified to prepare the application for submission.

Step Five:

- Southside ISD maintains a tracking system for all submitted proposals. Periodic summaries of all proposals are reported to the Superintendent and Board of Trustees.

- Please inform the Federal Programs Director upon receipt of grant award or denial from the funding agency so that we may present an up-to-date report.

Resource Development Grant Writing Links

The following is a short list of sites that will introduce you to the components of a grant application. You will find information that will guide you through the development of a grant proposal.

1. How to Write Grant Proposals-The Basics of Grant Proposals-From Summary to Budget-Joanne Fritz
<http://nonprofit.about.com/od/foundationfundinggrants/tp/grantproposalhub.htm>
2. Guide for Writing a Funding Proposal-S. Joseph Levine, Ph.D.
<http://learnerassociates.net/proposal/index.htm>
3. Proposal Writing Short Course-The Foundation Center
<http://foundationcenter.org/getstarted/tutorials/shortcourse/summary.html>