

Intent to Apply Form

This form is for competitive external funding opportunities and EXCLUDES internal funding, such as the Pasadena ISD Education Foundation Mini Grants.

* Indicates required question

Instructions:

If you are interested in submitting a completed grant proposal, please complete this form a minimum of 15 working days prior to the application deadline. You will be notified within 2 working days of approval to submit your grant application to the grant funder.

A preview of the Intent to Apply form is available at the link below:

https://www1.pasadenaisd.org/UserFiles/Servers/Server_80688/File/Grants%20Department%20Files/Draft%20Preview%20Intent%20to%20Apply%20Form.pdf

Your Information

1. First Name *

2. Last Name *

3. Campus or Department *

4. Job Title *

5. Phone *

6. Email *

7. Principal/Director Approval? *

I have consulted with my principal during the development process, made any revisions requested, and obtained principal approval.

Check all that apply.

Confirm

8. Principal's Email *

Grant Application Information

9. Funder Name *

What is the name of the organization, foundation, or corporation to which you intend to apply?

10. Funder Website *

Please provide the website address where the grant funding announcement and/or grant guidelines are located.

11. Funder Application Due Date *

When is the application deadline? If there is not deadline, type N/A.

Project Information

12. Project Title

Short, descriptive title.

13. Project Start Date *

When do you intend to start your project?

Example: January 7, 2019

14. Project End Date *

When will your project end?

Example: January 7, 2019

15. Project Description *

Briefly describe the purpose, activities, and goals of your project (100 Word Maximum)

16. Target Number of Students *

The number of students who will participate/benefits

17. Target Number of Teachers *

The number of teachers who will participate/benefits

Budget Information

18. Amount Requested *

19. Match Required? *

Mark only one oval.

Yes

No

20. If yes, how much? *

If no, type N/A.

21. If yes, source of matching funds? *

If no, type N/A.

Staffing

22. Additional Staffing Required? *

Will your project require any additional staffing cost. For example, will additional staff need to be hire? Will stipends or substitute pay be required to complete your project?

Mark only one oval.

Yes

No

23. If yes, please describe additional staffing needs

Will your project require any additional staffing cost. For example, will additional staff need to be hire? Will stipends or substitute pay be required to complete your project?

24. New Staff Approval *

I have received approval from my ASCD/Principal to hire new staff should my grant project be funded.

Check all that apply.

Yes

N/A - My project does not require additional staff.

Technology Requests

25. Does this project involve electronic devices, software, apps, or online subscriptions? *

Please note, the following items are not compatible with PISD technology and should not be requested: Android Tablets, Apple Products in General (especially Apple TV), Kindle Fire, Personal Printers.

Mark only one oval.

Yes

No

26. If yes, please click below to confirm you have read/agree to PISD district guidelines for DonorsChoose.org projects and have notified appropriate staff/departments regarding any technology requests.

All Apps/Software and eBooks must be listed on the approved technology lists.

Contact your Campus Technology Liaison or John T Powell at JPowell@Pasadenaisd.org for questions or additional information on allowable technology.

Check all that apply.

Confirm

Acknowledgements and Agreements

27. I agree to submit a copy of the final submitted application and any funder award notifications or agreements/contracts to the Grants Department.

Check all that apply.

Agree

28. I understand that a grant offer and acceptance constitute a contractual agreement * between the grantor (funding source) and the grantee (school, department, or district). This agreement should not be entered into without appropriate approval, which may include the district's General Counsel.

Check all that apply.

Agree

29. I understand that all materials awarded through a grant are the property of * Pasadena ISD and are to be used by the teacher/program for which they were intended. All materials will remain at the awarded campus after the grant ends.

Check all that apply.

Agree

Submission Page

If you have any questions regarding this form or your grant application, please contact the Grants Department at Grants@PasadenaISD.org or 713-740-0869.

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