



**HISD Grant Development Department**  
**4400 West 18<sup>th</sup> Street, 2NW**  
**Route 1**  
**Telephone: 713.556.6785**  
**Fax: 713.556.7023**

For Grant Development Grant Use Only	
Date Received	
Date Responded	

### Intent to Apply

Please submit this form to the Grant Development Department prior to developing a proposal. Note to Principals: You may fax or e-mail this form to: [apiper@houstonisd.org](mailto:apiper@houstonisd.org). Please do not alter the formatting of this form. Please limit information to the space provided.

Applicant (School/Department) Information			
Name of Contact:	School/Department:		
Telephone:	E-mail:		
Program Information			
Name of Grant Opportunity:	(Please Check One)		
	<input type="checkbox"/> New Funding <input type="checkbox"/> Continuation Funding		
Application Deadline:	Population to be served:		
Name of Funding Agency:			
Funding Agency Web Page:			
Anticipated Budget Request:	Number to be served:		
Total Cost of Program:	Grade levels to be served:		
<b>If figures listed in the Budget Request and Total Cost of Program lines are not the same, what other funding sources will be used? (check all that apply)</b>			
<input type="checkbox"/> HISD Local Budget      Amount:	<input type="checkbox"/> Matching Funds		
<input type="checkbox"/> NCLB Entitlement Funds      Amount:	Source:                      Amount:		
<input type="checkbox"/> In-kind Contribution(s)      Amount:	<input type="checkbox"/> Other Grant Funds		
	Source:                      Amount:		
<b>The focus of the proposed project: (check all that apply)</b>			
<input type="checkbox"/> School Reform	<input type="checkbox"/> Curriculum Enhancement	<input type="checkbox"/> Out-of-School Activities	<input type="checkbox"/> Fine Arts
<input type="checkbox"/> Technology	<input type="checkbox"/> Reading	<input type="checkbox"/> Family Literacy	<input type="checkbox"/> Special Education
<input type="checkbox"/> Early Childhood	<input type="checkbox"/> Character Development	<input type="checkbox"/> Bilingual Education	<input type="checkbox"/> Science
<input type="checkbox"/> Mathematics	<input type="checkbox"/> School Library	<input type="checkbox"/> Professional Development	
<input type="checkbox"/> Other:			
Signatures			
I certify that the information provided accurately represents the Proposed Project.		I certify that I have reviewed the Intent to Apply and Summary of Proposed Project and agree with the proposed submission.	
_____		_____	
Program Contact's Signature	Date	Principal/Department Manager's Signature*	Date
For Grant Development Use Only		<input type="checkbox"/> Proceed with proposal development	
<input type="checkbox"/> Eligible to proceed with proposal development		<input type="checkbox"/> Do not proceed with proposal development	
<input type="checkbox"/> Not eligible to proceed with proposal development		Reason(s):	
_____		_____	
Grant Department Manager's Signature	Date	District Level Signature	Date

# Summary of Proposed Project

**Using only the space provided, briefly outline the concept of the proposed project. Attach this form to the Intent to Apply form and submit both forms to the Grant Department.**

## Process for Grants Submission

The HISD Grant Development Department seeks to provide high-quality support and assistance to Houston Independent School District grant-seekers to maximize the amount of funding available to support all phases of the educational process. HISD has policies and procedures in place to regulate and provide guidance for all phases of the grant process. The policies apply to the grant development process regarding applications and proposals. In order for the Grants Department to be able to assist schools and departments in the submission of a high-quality proposal, all schools and departments must adhere to board policy CBB2 (Regulation), the procedure for submitting grant applications or proposals to an outside funding source. The policy is as follows:

- a. The draft application and proposed budget must be submitted electronically to the Grant Development Department at least **ten working days** before the application is due to the funding source. The electronic copy may be presented on a disc, flash drive, or via e-mail. The grant application must include the grant ownership (i.e., principal or department head name).
- b. The documents will be reviewed by the Grant Review Committee. The Grant Review Committee reviews applications for clarity and ensures that the District's policy, grant guide-lines, and state and federal regulations are followed. Budget draft proposals are sent to Budgeting and Financial Planning for review and accuracy. Reviewed applications and corrected budgets are returned to the school or department within two days of receipt by Grants Department.
- c. The school or department must submit the revised application and budget, along with the necessary attachments (e.g., letters of support, résumés, and the like), to Grant Development five working days before the application is due to the funding agency. The documents are forwarded to the Superintendent for approval and signature.
- d. Grant Development forwards the signed application with attachments to the funding agency in hard copy or electronic format depending on the size of the grant application or as stipulated by the grantor. Grant Development retains a copy of the pending grant application and attachments.

**Grant proposals that do not follow this process are in jeopardy of not being submitted. If documents do not follow the process, the Superintendent or his designee will receive a statement reporting that the document was late, as well as the department or school responsible for the project.**

Signature of Principal or Manager or above: \_\_\_\_\_