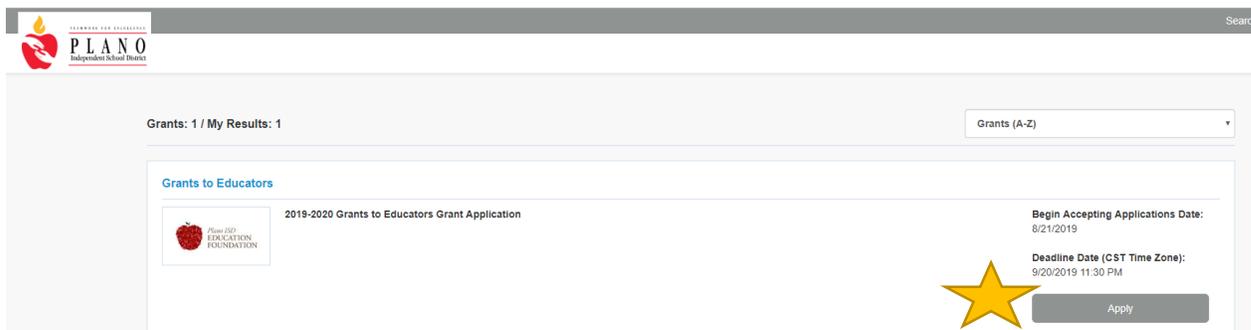


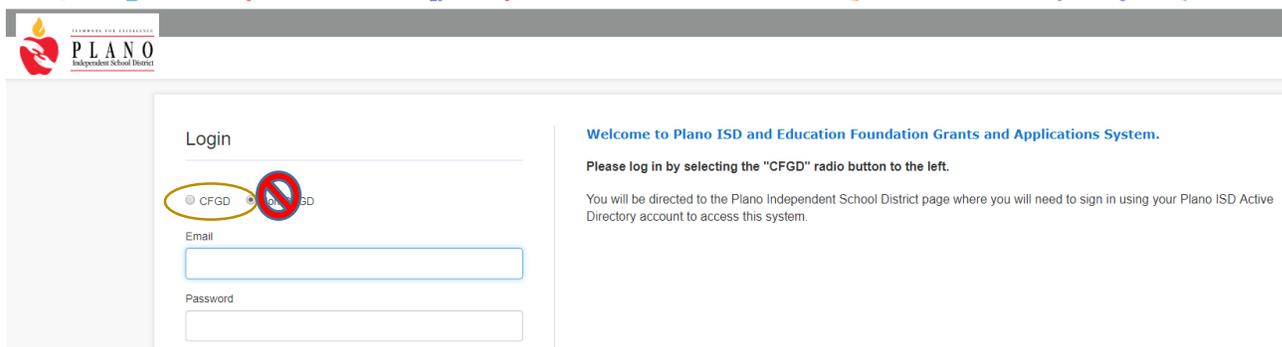


Grants to Educators Step-by-Step Process to Apply

1. Visit pisd.communityforce.com or add Grants to Educators App on Webdesk.



2. Click the **APPLY** button, select **CFGD** and enter your district login information.

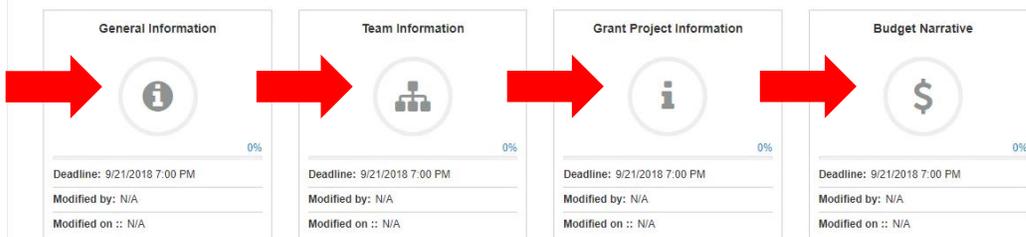


3. Complete criteria for each icon before submitting your application. **SAVE YOUR WORK** along the way. All applications are due **September 20, 2019** by 11:30pm.

Important Instructions:

- When you see a **blue information icon** , just hover over it to view the tip.
- Click on any section and fill in the answers to questions, as they are presented on the page.
- Each section below must read 100% in order to submit your application. If a section does not read 100%, there are unanswered required question(s) in that section.
- When you are ready to submit, click the **"Final Review and Submit"** button to verify your attachments have uploaded correctly and the application contains all necessary information.
- Sections do not have to be completed in order, however, you must complete all 4 sections (General Information, Team Information, Grant Project Information, Budget Narrative). Click on the icon to enter the section. Once the section is completed, hit **'save and return to dashboard'** to move to the next icon.

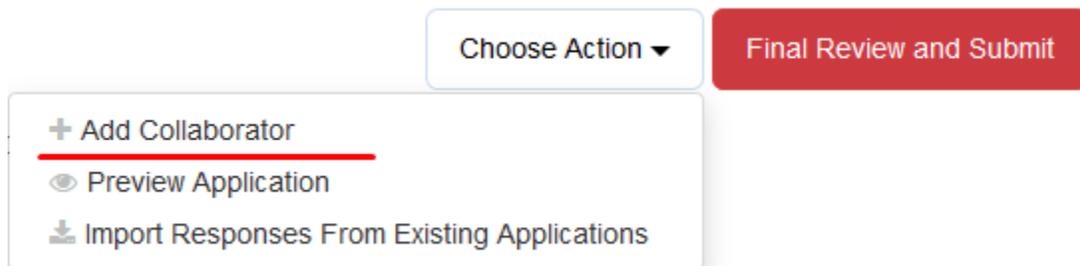
Note: The file size for each document uploaded should not exceed 10mb/upload.



TIPS and TRICKS

To Add Collaborators:

- Add the name, campus, and grade level of the collaborator. collaborator but has not assigned any section(s) to her. You must then assign the relevant sections to that collaborator by clicking on "Add Collaborator" under Choose Action dropdown (as shown in the attached screenshot).



Word Counts

- If you need to know how many words you can add in each section, simply begin typing and it will tell you at the bottom of the dialogue box.

Category – VERY IMPORTANT

- Each application must pass initial screening through the appropriate department and administrator.
- Please chose the most relevant area. We know many programs will cross-over between several areas, but we are just look for the main area of focus. If you simply cannot find a category that fits your project, choose OTHER. Be sure to explain in the project description what area of curriculum and learning the project or program best fits.

NEW in 2019** Project Alignment with Strategic Planning

- Reference <https://www.pisd.edu/domain/458> to learn more about the 5 pillars of the 2019-2023 PISD Strategic Plan.