

## FAQ for LEEF Grant Applications

**LEEF is your district education foundation. We believe in a future where the needs of all Leander ISD students and staff are met.**

➤ ***What types of programs do you fund?***

- LEEF funds programs aligned with our mission and the 3 program initiatives that enrich the educational experience by providing opportunities, cultivating success and building community within LISD.

➤ ***Is my project eligible for funding?***

- Your project must benefit the students of Leander ISD and be aligned with our mission to enrich the educational experience. For examples of past grants LEEF has awarded, visit [HERE](#) or you can send an email to [info@leeflx.org](mailto:info@leeflx.org).

➤ ***What is an Innovative Grant?***

- Visit our Website [HERE](#) for specifics. The Innovative Teaching Grant is to help provide teachers and staff with the development, resources and tools needed to most significantly impact student achievement through their individual teaching. The goal of this grant program is to directly support the needs of individual teachers and staff. Grant funding opportunities occur two times each school year: fall and spring and can apply for up to \$500.

➤ ***What is a Collaborative grant?***

- Visit our Website [HERE](#) for specifics. The Collaborative Grant program provides resources for innovations impacting a LISD program, entire campuses, an academic department, or a grade level and that have the potential to significantly impact student achievement. This application is awarded once a year usually in August at Convocation.

➤ ***For Collaborative grants can more than 1 campus be included?***

- Yes. Collaborative grants are designed to provide resources for innovations that impact an LISD program, entire campuses, an academic department or a grade level and that have the potential to significantly impact student achievement. Funding is available up to \$5,000. Applications will be accepted from a whole campus, a group of teachers at a campus, a group of teachers or administrators from different campuses, or a Central Office administrator.

➤ ***Can my campus apply for more than one grant during a grant cycle?***

- Yes.

- ***If I already won a LEEF grant, can I submit another application?***
  - Absolutely. We understand budgets are tight and additional resources are critical for our teachers and staff to support innovation, enrichment and equity in pursuit of academic excellence within LISD.
  
- ***How and when do I submit an application?***
  - Visit our [Website](#) for the online application and due dates. LEEF has 3 grant cycles each year. The Fall Innovative grant due in August awarded in September (funds up to \$500); Collaborative grant due in April awarded in August (funds up to \$5,000) and Spring Innovative grant due in December awarded in February (funds up to \$500).
  
- ***How long does it take to find out if we won our grant and receive funds?***
  - For Fall and Spring Innovative grants we will announce the winners with a surprise visit to your campus on our Grant Patrol. Collaborative grants are usually announced at Convocation in August. LEEF submits the funds within 48 hours of announcing the winners to LISD Finance dept. Leander ISD Finance distributes the funds to winning campuses. Visit our [Website](#) for award dates this school year.
  
- ***Why was I not awarded the grant? Do you provide feedback?***
  - Yes we are happy to provide feedback if you send an email to [info@leeflx.org](mailto:info@leeflx.org) with your request.
  
- ***How much detail should I provide in the budget column?***
  - We request you provide as much detail as possible. For example, if you are requesting software let us know how many users and cost per user. Or if you are requesting funds to attend a professional development conference, include registration fees and any travel details if requesting. Your grant will not be considered if no detail on the budget is submitted.
  
- ***Who decides which grants to fund?***
  - We have a rigorous and fair review process. First the Leander ISD CFO reviews and signs off on applications checking with both IT and legal departments. Then the Leander ISD Teaching and Learning team, using LEEF's grant rubric, scores each application. Then the applications (without scores, staff information or campus) are sent to an outside review committee using the same rubric. This committee is made up of community partners and individuals passionate about our Leander ISD students.
  
- ***I'm requesting software/technology do I need to get a pre-approval?***
  - Yes. To ensure your technology or software is approved by the district, you'll need to submit an email to [help.desk@leanderisd.org](mailto:help.desk@leanderisd.org) and place [suzy.calaluca@leanderisd.org](mailto:suzy.calaluca@leanderisd.org) and [james.watson@leanderisd.org](mailto:james.watson@leanderisd.org) in the Cc field PRIOR to submitting your application. If approved, forward the approval to [info@leeflx.org](mailto:info@leeflx.org). LEEF will not get this approval for you, it must be done by the individual or team requesting the funds.

➤ ***How much can I ask for in my grant?***

- Visit our [Website](#) for specifics, but Innovative up to \$500 and Collaborative up to \$5,000.

➤ ***Will I receive the full amount asked for in the grant?***

- We do our best to fund the entire amount requested, but it's all based on how much money we have budgeted for that cycle, how many applications received and scores by our review committees.

➤ ***What are the reporting requirements?***

- Within 6 weeks of completion of your project, complete [THIS](#) report. A reminder will also be included in your "Grant Winner Welcome" email.

➤ ***Who do I contact if I have questions or need help on my application?*** You can send an email to [info@leefx.org](mailto:info@leefx.org) or call 512-570-0027.