

## 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 that align with our mission to enrich the educational experience by providing opportunities, cultivating success and building community within LISD.

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

- Your project must benefit Leander ISD students and be aligned with our mission to enrich the educational experience. Click [HERE](#) to review past grant recipients.

➤ ***How and when do I submit an application?***

- Visit our [website](#) for the online application and due dates. To avoid losing any of your work, we recommend writing your grant in a Google document. You can transfer the information into the application when you're ready to submit. LEEF has three grant cycles each year.
- The Fall Innovative grant is due in September and awarded in October.
- The Spring Innovative grant is due in December and awarded in February.
- The Collaborative grant is due in April and awarded in August.

➤ ***What is an Innovative Grant?***

- Visit our website [HERE](#) for specifics. The Innovative Teaching Grant is to provide teachers and staff with the development, resources and tools needed to most significantly impact student achievement. The goal of this grant program is to directly support the needs of teachers and staff. Grant funding opportunities occur in the fall and spring of each school year, and staff 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. Grant funding occurs once a year in August at Convocation, and staff can apply for up to \$5,000.

➤ ***Can more than one campus be included in a collaborative grant application?***

- Yes. Collaborative grants are designed to provide resources that impact a LISD program, entire campuses, an academic department or a grade level and that have the potential to significantly impact student achievement. Applications will be accepted from a campus, a group of teachers at a campus, a group of teachers or administrators from different campuses, or a district administrator.

- **Can my campus apply for more than one grant during a grant cycle?**
  - Yes.
- **If I won a LEEF grant award, can I submit an application in a future grant cycle?**
  - Absolutely.
- **When will I be notified if I will receive a grant award and receive funds?**
  - Fall and Spring Innovative grant recipients will be notified via Grant Patrol. Collaborative grant recipients are announced at Convocation in August. Both notifications are a surprise coordinated with your campus admin. LEEF submits funding to the LISD finance department within 48 hours of the announcement. The LISD finance team distributes the funds to campuses. Visit our [website](#) for award dates this school year.
- **Can I request feedback if I do not receive a grant award?**
  - Yes, please email [info@leefx.org](mailto:info@leefx.org) with your request.
- **How much budget detail should I provide in the application?**
  - Provide as much detail as possible, including a list of items with the cost per item, and the approved LISD vendor name. For example, if you request software, let us know how many users and the cost per user. If you request funding to attend a professional development conference, include the conference dates, location, registration fees and travel costs. Your grant will not be considered without a detailed budget. You can upload a file or type the budget details directly into the application text box.
- **I'm requesting software/technology, do I need to get a pre-approval?**
  - Yes, PRIOR to submitting your application, send an email to [help.desk@leanderisd.org](mailto:help.desk@leanderisd.org) and Cc [suzy.calaluca@leanderisd.org](mailto:suzy.calaluca@leanderisd.org) and [james.watson@leanderisd.org](mailto:james.watson@leanderisd.org). If approved, forward the approval to [info@leefx.org](mailto:info@leefx.org). LEEF will not get this approval for you, it must be done by the individual or team requesting the funds.
- **I'm requesting funds for a professional development conference, what do I need to include?**
  - Provide as much detail as possible, including date(s), location, registration fee, number of people attending, additional costs (lodging, travel, etc.). If the grant award does not cover all of the costs, let us know where you will secure the additional funding.
- **Does my application require a Facilities Improvement Request (FIR) to be completed?**
  - If you're requesting funds to add or change the current facility/campus usage, you must have an approved Facilities Information Request (FIR) PRIOR to being awarded a grant. Complete the form available [HERE](#), and send it to Joey Garner at [joey.garner@leanderisd.org](mailto:joey.garner@leanderisd.org) for processing. FIR review time is estimated at 2-3 months.

The guidelines for adding items such as gardens, sandboxes, walls, outdoor structures, etc. vary from site to site and depend on the project. For example, a garden will always be approved, but the location may be different. Sandboxes may not be approved (open courtyards) for some sites while other sites may be approved (closed court yards).

- ***How much can I ask for in my grant?***
  - Up to \$500 in the Innovative application and up to \$5,000 in the Collaborative.
- ***Will I receive the full amount asked for in the grant?***
  - We do our best to fund the entire amount requested, but it's based on how much money we have budgeted for that cycle, how many applications received, and our review committees' scores.
- ***Who decides which grants to fund?***
  - We have a rigorous and fair review process. First, the Leander ISD CFO reviews applications consulting with both the IT and legal departments. Then, the Leander ISD Teaching and Learning team, using LEEF's grant rubric, scores each application. Lastly, the applications (without scores, staff or campus information) 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.
- ***What are the reporting requirements?***
  - Within 6 weeks of project completion, complete [THIS](#) report. A reminder will also be included in your "Grant Winner Welcome" email.
- ***Can teachers apply for grants to support their coursework in the Aspiring Leaders Program in partnership with Concordia University?***
  - LEEF grants do not fund staff to take education courses towards a certification or degree. We will fund professional development workshops and conferences. For more information on our grant program, please visit our [website](#).
- ***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.