

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 a Fall Innovative grant application for up to \$500 and Collaborative grant for up to \$5,000 and winners are announced in August at Convocation.

➤ ***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 in the classroom. The Innovative grants are awarded in September or October and the exact date will be on our Website. Applicants can request up to \$500.

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

- Visit our Website [HERE](#) for specifics. The Collaborative Grant program provides resources for innovative programs, projects, professional development 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 is awarded 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 to those educators that are working together on their own campus, across different campuses, grade levels, departments, feeder patterns...any collaborative work that has 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 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 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 (LEEF only funds in state travel). Your grant will not be considered without a detailed, line item of each item budget. You can upload a file or type the budget details directly into the application text box.
- **I'm requesting software/technology/licenses, do I need to get pre-approval from LISD before submitting my grant application?**
 - Yes, if the technology is not already approved by the district. [HERE](#) is a list of LISD approved resources.
 - If your technology is not on the list, click [here](#) to submit a digital resource request. If you have questions regarding LISD's approval process, send an email to help.desk@leanderisd.org. If approved, forward the approval to 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, mileage). LEEF only funds in-state travel, costs for travel outside of Texas will not be funded. If the grant award does not cover all of the costs, let us know where you will secure the additional funding (campus funds, PTA, personal funds, etc...)
- **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 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. Therefore, it's very important to provide details in your budget of what you are purchasing and the costs associated with each item.

➤ ***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 a Grant Report that can be found on our [website](#). 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.

➤ ***Who do I contact if I have questions or need help on my application?***

- You can send an email to info@leefx.org or call 512-570-0027.