



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

District Grants Office

Grant Launch Pad (for Private and Corporate Foundation Requests Under \$50,000)

Please review [Administrative Procedure C26, Grant Development and Submission](#). To assist in the development and refinement of grant proposals, District Grants created the Grant Launch Pad (GLP) for your use. While the GLP aims to help identify areas that funders most commonly ask of their grant applicants, be advised that a funder may request additional information of the grant applicant. Please thoughtfully complete the GLP and submit to districtgrants@saisd.net in a timely manner, so that District Grants may provide suggestions to increase the proposal's competitiveness.

Grant Proposal Title: _____ **Funder:** _____ **Request:** \$ _____

Submission Deadline (MM/DD/YYYY): ___/___/___ **Project Start:** ___/___/___ **Project End:** ___/___/___

Project Lead Name: _____ **Phone:** _____ **Email:** _____

Online Application Login: _____ **Online Application Password:** _____

Need for Proposed Project

Describe the need for the project. Consider identified gaps or weakness and the relevant or supporting data on the population to be served. Consider using demographic data. This is not the place to describe your project design or services.

Summary of Project Activities

*Describe the project activities to be funded. Please be sure to answer: **What** activities will be done, **Where** you will do the activities, **When** will you do them, and **Who/How** many will participate?*

Project Goal(s)

In 2-3 sentences, describe the overall intent of the project. This is the outcome of your project. One goal may be sufficient.

Project Objectives

Identify several objective(s) of your project activities that support your goal(s). This answers the “**How**” goal(s) will be met. “SMART” objectives are: Specific, Measurable, Attainable, Realistic, and Timely. e.g.) To (increase/decrease) (what) by (number/%) among (whom) by (when) as measured by (how do you know).

Project Evaluation

How will you know when you have met your goal(s)? Describe the quantitative and/or qualitative method(s) which will be used to examine the effectiveness of the project, including the data to be used and how the data will be collected.

Project Budget Description

Provide a breakdown of how you plan to use the grant funds to complete your project goals and activities. If possible, include allocations and short descriptions for items totaling the requested amount.

Modification/Repair of Facilities: Is this a capital improvement (i.e. construction, renovations) project? Yes No
If Yes, have you followed Administrative Procedure C19? Yes (Attach Form C19) No (Contact Plant Services)

Purchasing Technology: Does this project include the purchase of technology? Yes No
If Yes, please reference [Current Technology Quotes](#) and/or the approved [Ed Tech Tool](#) or Software as appropriate.

Match Funds: Is the District required to provide matching funds (check one): Yes No
If Yes, indicate required match amount or percentage: _____

How did you find this grant opportunity? Weekly Admin Memo Individual Search Other: _____

By signing below, you acknowledge you are aware and willing to fulfill grant requirements and associated reporting.

Submitted by:

Approved by:

Printed Name (Applicant/Project Lead)

Printed Name (Principal/Department Head)

Signature

Date

Signature

Date