

2011-2012 Northside Education Foundation (NEF) Grant Frequently Asked Questions (FAQs)

**APPLICATION APPROVAL DUE NO LATER THAN 4:30 PM CST
ON THE DAY OF THE DEADLINE**

GENERAL QUESTIONS

Q1: Can I apply for an NEF grant each time it is offered throughout the year?

A1: Yes. Keep in mind that NEF only allows for applicants to submit one grant **per cycle** (there are a total of 4 cycles). An applicant can apply for a grant each cycle: one Mini grant (\$500 max), two Innovation grants (during their appropriate cycles) (\$1,000 max.) and team captain for one NEF Team grant (\$10,000 max.). An applicant cannot submit more than one grant per funding cycle.

Q2: Is there a list of upcoming NEF grants?

A2: A timeline is available on the Grants Department website:

http://info.nisd.net/sites/nisd.net/files/grants/174/2011-2012neftimelinefinal_0.pdf

Q3: Where can I go for additional information?

A3: There are several options for you to receive additional information

- * Visit the Grants Department website at <http://www.nisd.net/instruction/grants>
- * Video tutorials are available on our web site to guide you step-by-step through both the application and approval processes
- * Sign up on ERO for one of our many helpful grant trainings!
- * Email questions to grants@nisd.net
- * Call 397-8562 or 397-8563

Q4: If I transfer schools, can I take items I purchased with an NEF grant?

A4: NEF grants are awarded to campuses or departments. The principal at the campus receiving the grant is the only individual who can give permission for an NEF grant program and/or materials to be transferred to another campus within the district. Generally, NEF grants are non-transferrable. Contact your campus principal to receive written authorization.

Q5: Can I take items I purchased with an NEF grant if I leave the district?

A5: No. All items purchased with NEF funds are the property of NISD and the receiving campus/department.

Q6: Do I need to include shipping and handling in my budget request?

A6: Yes.

APPLICATION PROCESS/TECHNICAL QUESTIONS

Q7: What do I need if I want a garden or playground equipment?

A7: **Inform your Administrator early that you intend to apply for a grant that will require prior approval.** District policy requires that a Minor Construction Project Request (MCRP) form be approved before anything can touch the ground or a building. The person on your campus authorized to submit work orders can access the MCPR at:
<http://142.176.4.6/NSIDEISD.HTM>

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- Q8: I want to write a grant requesting technology (software, hardware or Supplementary Instructional Materials). What do I need?**
A8: First inform your Administrator early that you intend to apply for a technology grant.

If your grant includes a technology purchase, you **MUST** do the following:

Step 1:

Click on the following link: <http://neptune.northside.isd.tenet.edu:4044/Rtime.nsf/>

or log in intranet and click on R-Time in Sitemap (but the link above is easier)

Step 2:

Click on one of the Green buttons to check if the software/hardware/supplemental instructional material is on an approved list and does not qualify as an 'exception'

The list is on alphabetical order, or type key words in "search"

TIP: Be specific! The more information, the better (including version numbers, publishers, etc.)

Copy the SW, HW or SIM number (depending on their request for funding) and paste in grant application (where applicable)

MAKE SURE TO INCLUDE THE ACRONYM IN FRONT (as it is a vital part of the R-Time information)

If there is no approval or if you can't find the item(s) you are asking for on the list, then do the following:

Step 3: Submit a request (purple buttons) --> however, this must be done by the CONTENT AREA SPECIALIST ONLY. Be sure to inform her/him of your intent to apply for a grant EARLY.

If needed (pending approval):

Step 4: Checking status of submission

Click on Blue Button on bottom "View All Requests"

This is where you can see the status of the submission, regardless of who submitted the request.

If you are not requesting technology, select R-Time N/A from the R-Time Status drop down menu.

Q9: Where can I request a copy of a previous grant I have submitted?

A9: You can log in at <http://info.nisd.net/login> with your NISD Novell User ID and Password and click on "My Submissions". A list of grants you have previously submitted will be listed. Team grants from 2010 and Mini/Innovation grants from 2009 will be available on line. If you need a copy of a grant submitted before these dates call Grants at 397-8562 or 397-8563 to request a copy.

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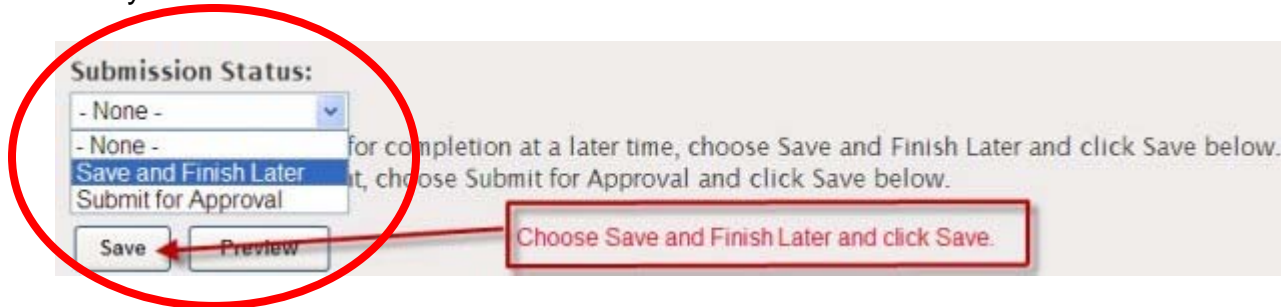
Q10: Can I view and print a copy of the grant I am currently submitting?

A10: Yes. Applicants should select "Save and Finish Later" on the drop down menu located at the bottom left of the screen. Then click Save. To print, simply push the print button on your web browser.

Q11: Should I start my application in a Word document?

A11: No. We recommend you begin drafting in the online application. You have the option to select "Save and Finish Later" on the drop down menu located at the bottom left of the screen. Then click Save.

Here is what you will see:



Then, if you wish, you may copy and paste into a Word document, since the online system does not have a spell check feature. You should review and save the Word document version for your own records. Any mistakes or edits made in the Word document should be manually changed in the online application. Please note, the translation from Word to the online application may result in the inclusion of special characters and altered formatting, so please review your online grant carefully before submission.

Q12: Who are the approvers and how does that work?

A12: Your Administrator is your approver. S/he will receive an automated email notification requesting approval. It is highly recommended that s/he log on to approve by going to <http://info.nisd.net/login> and using the NISD Novell User ID and password. The final deadline for all approvals is on 4:30 PM CST on the day of the deadline. **Please inform your Administrator early that you intend to apply for a grant so s/he can be on the alert for emails and can monitor approval requests by logging in to the address above.**

Q13: I am an Administrator, how much time do I have to approve an application?

A13: You may approve as soon as an employee on your campus/department submits an application. An automated email will be generated to inform you that your approval is requested. Otherwise, you may log in at <http://info.nisd.net/login> with your NISD Novell User ID and password. If the grant is not approved, the application will not be processed.

Q14: As an Approver, what factors do I need to consider in approving a grant?

A14: It depends on the nature of the grant. Generally, approvers are asked to ensure that the grant is acceptable in regards to the district's standards. Approvers must be aware of the implications funding would have on campus/department. Approvers should consider many factors such as maintenance, facilities, and R-Time in deciding whether or not to approve a grant.

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Q15: What if I submitted my grant for approval and then decide to make changes?

A15: To have an application sent back to you, your Administrator (Principal, Vice-Principal or Director) must deny the application. Once an application has received **final approval**, no other changes may be made.

Q16: The application appears to be overlapping. What do I do?

A16: Simply reduce the size of your application text boxes by clicking on the bottom of the box and drag it up.

Description of Target Population:
This is where you can describe the population you expect to serve and its key characteristics. Be as specific as possible in characterizing the target population in order to make sure intended outcomes are meaningful and appropriate for them. Start by making a profile of the proposed target population, including age, gender, ethnicity, assessment results, economic status and risk factors.

Please note that this is limited to 500 characters or less.

Project Budget and Funding: *

Item Name	Quantity	Cost Per Item	R-Time Status	R-Time Number
Test	1	1	R-Time Approved	HW 12345
			----- Select One -----	

Other Funding Sources:

Item Name	Quantity	Cost Per Item
Northside Independent School District 5900 Evers Rd. -- San Antonio, TX 78238-1606 (210) 397-8500 -- Contact Us		

Other funding must be secured if entered on this form. It will be subtracted from the Project Budget and Funding above and will reduce the amount requested from NEF.

Submission Status:
Save and Finish Later

To save your Mini Grant for completion at a later time, choose Save and Finish Later and click Save below.
To submit your Mini Grant, choose Submit for Approval and click Save below.

Save Preview

Q17: What do the different status indicators mean?

A17: The following are status descriptions for grant applicants:

- Incomplete** Describes applications that have been started but not completed or submitted. Applicants may choose the “Continue” button to finish and submit their application.
- Submitted** Describes applications that have been submitted and final approval has been given. Applicants cannot make any changes to their applications, but may view it by selecting the “Preview” link.
- Pending** Applications with this status indicates 2 possibilities:
Submitter has not submitted the application for final approval. To submit, the applicant will choose the “Submit” button. Application is pending approval from the principal/vice principal/director.
- Denied** Describes applications that have been denied. If an approver denies an application, an explanation can be viewed at the top of the form. Applicants may edit their application and resubmit for approval.

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Q18: How do I know my grant was submitted for approval?

A18: A green box will appear on the upper left hand corner of your screen and a gray box will appear on the right side.

Mini Grant Test has been created.

Test

Submission Period:	Mini Grant Demo (DO NOT USE)	Created: 2011-08-19 11:56:18 am Reset Grant
Submitting Campus or Department:	Grants	This grant is pending Administrator Approval
Previously Funded:	This project was not previously funded.	Notification Logs
Technology Items:	This project includes technology items.	
Total Number to be served:	1	
Project Needs Assessment:		
	Test	

Q19: Where can I go to find the status of my application?

A19: Applicants may check the status of their application at any time by logging on to <http://info.nisd.net/login> with their NISD Novell User ID and Password.

Note: All submitted applications (past and present) will be listed on the Submissions Page.