



FAQ for HEF Grant Applications

The Hays Education Foundation has established the Excellence in Education Grants because our student's learning and potential should not be limited by state and federal funding or requirements!

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

- HEF funds programs that align with our mission to enrich the educational experience by providing opportunities, cultivating success and building community within HEF.

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

- Your project must benefit Hays CISD students and be aligned with our mission to enrich, maintain and expand programs needed to meet the District's stated mission and promote excellence in education.

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

- Visit our [website](#) for the online applications and due dates.
- The timelines for all grant applications can be found on our website.

★ **What is an Innovative Grant?**

- The Innovative Teaching Grant is designed to provide professional development workshop or training, or new tools to enhance teaching skills and supplement classroom learning. This grant is focused on the individual educator. Visit our [website](#) for specifics.
- Staff can apply for up to \$500.

★ **What is a Collaborative grant?**

- The Collaborative Grant is designed to provide resources for innovations that have the potential to significantly impact student achievement. This grant is focused on an HCISD program, an entire campus, an academic department or a grade level. Visit our [website](#) for specifics.
- 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 Hays CISD program, an entire campus, an academic department or a grade level and that have the potential to significantly impact student achievement. Applications will be accepted that involve a campus, a group of teachers or administrators 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 HEF 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?**
 - Visit our [website](#) for award dates this grant cycle.

- ★ **Can I request feedback if I do not receive a grant award?**
 - Yes, please email education.foundation@hayscisd.net with your request.

- ★ **If I do not use the funds by the deadline, can I roll them over to the next school year?**
 - No. The grants that are awarded by the Foundation are grants for that grant cycle only. HEF financial policies require that all grant monies not expended by the deadline must be returned to the Foundation. As a registered nonprofit, this practice is an important factor in meeting our fiduciary duty to the Foundation and the District. (“grant cycle rule”)

- ★ **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 Hays CISD vendor name, if applicable. 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.

- ★ **I'm requesting software/technology/licenses, do I need to get pre-approval from Hays CISD before submitting my grant application?**
 - Yes, you will need to fill out a “Software Approval Request Form”. You can find that form by following the steps listed below:
 - IT Portal Icon on your Hays CISD computer desktop
 - Click “Need Help? Report It” button
 - Under “Software Approval Request Form”, click “New Ticket”
 - Questions: helpdesk@hayscisd.net or (512) 268-2141 ext. 44357

- ★ **I'm requesting a project or construction that may alter a building's interior, exterior, or the facility grounds that changes the district property from its original condition. Do I need to notify HCISD Maintenance and Operations?**
 - Yes, you will need to fill out a “Hays CISD Project and Construction Request Form”. You can find that form here: [Hays CISD Project and Request Form](#).
 - Examples include gardens, sandboxes, walls, outdoor structures, etc.
 - You will need to notate on the form that you are applying for an HEF grant to pay for the project.
 - Please know that M&O review time is estimated at 2-3 weeks.

- ★ **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 amount, number of people attending, additional costs (lodging, travel, etc.).

- ★ **What if the grant I am awarded is for a professional development opportunity that occurs during the summer (outside of the grant cycle)?**
 - Grants awarded for summer PD opportunities are an exception to the grant cycle rule.

★ **Do HEF professional development grants cover International professional development tours/excursions?**

- No. Grants awarded by the Hays Education Foundation may not be used for international travel or events, even if they do involve or provide professional development.

★ **How much can I ask for in my grant application?**

- Innovative Teaching Grants: Funding of up to \$500
- Collaborative Grants: Funding of up to \$5,000
- Professional Development Grant: Funding of 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 our grant budgets are based on how much money we have budgeted for that cycle and how many applications are received.

★ **Who decides which grants to fund?**

- We have a rigorous and fair review process. The Hays CISD Finance Department will review each application to determine whether the expense can and should be covered by Hays CISD (rather than the HEF). The Hays CISD I.T. Department will also review applications to ensure that there are no issues with technology compatibility or district regulations. Each application will also be reviewed by the Hays CISD Curriculum & Instruction Department and will be scored based on its alignment to the Hays CISD curriculum priorities. Lastly, the applications will be sent to the HEF Board (without staff or campus information).

★ **What are the reporting requirements?**

- Within 45 days of completing the project, grant recipients will be required to submit a grant report. A reminder will be included in your "Grant Winner" email.
 - [Innovative, Collaborative and Big & Bold Grant Report Form can be found here.](#)
 - [Professional Development Grant Report Form can be found here.](#)
 - [100% Hays Student Grant Report Form can be found here.](#)

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★ **Who do I contact if I have questions or need help with the application?**

- You can send an email to haysef@haysef.com.