



# 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 application and due dates. To avoid losing any of your work, we recommend you draft your grant in a Google document and then transfer the information into the application when you're ready to submit.
- The timelines for all grant applications can be found on our website. Please note that the timeline for the 2023-2024 grant cycle is different from what will be the standard timeline for the 2024-2025 cycle.

★ **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](mailto:education.foundation@hayscisd.net) 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 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](mailto:helpdesk@hayscisd.net) or (512) 268-2141 ext. 44357
  
- ★ **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.).