

# **The Classroom Fund**

## **El Paso Community Foundation**

The Classroom Fund is a project of the El Paso Community Foundation created to support El Paso and Las Cruces area teachers. In order to request classroom materials, an educator must meet the following eligibility requirements.

- Be a PreK – 12th grade full-time educator (includes teachers, librarians, guidance counselors, school nurses and coaches who also teach)
- You did not receive a Classroom Fund grant last year in 2023
- Spend 75% of time working directly with students
- Commit to requesting materials that students will directly use/experience
- Request materials with a value of up to \$1,000
- Commit to reporting on the use of materials through pictures, video or written letter

**NOTE:** Every grant application must comply with Ysleta ISD district regulations and receive central office administrative approval prior to submittal to the funder.

**The Classroom Fund deadline is March 22, 2024 at 11:59 p.m.**

### **Steps for Completing The Classroom Fund Grant Application**

1. Go to <http://theclassroomfund.org/>
2. Select the Apply button at the top of the page.
3. Complete your contact information and click the Proceed button at the bottom of the page.
4. There are three sections to the Teacher Request Form on the Dashboard. As you complete each section, save and/or print a copy of your response. Remember to select the “Update” button at the bottom of each section to save your information.

The three sections on the Dashboard are:

- Personal Information (your contact information)
- School Information
- Line Items and Additional Information

***Print a copy of the Teacher Request. If when you print it and the full narrative is not visible for any section, copy and paste the full section in a separate Word document.***

**Do NOT submit your Teacher Request Form yet.**

**It must first be routed through the district’s Office of Competitive Grants for approval.**

5. Complete the Ysleta ISD [Campus Grant Submission Form \(link\)](#). The form is also located on the Ysleta ISD Competitive Grants Department webpage.
6. Scan and email the completed Teacher Request sections, Word document, if needed, and the signed Campus Submission Form to: [lcuster@yisd.net](mailto:lcuster@yisd.net).
7. **Do NOT submit your Teacher Request Form to the El Paso Community Foundation until central office administrative approval is received.**
8. Once approved by central office, you will be notified by the Office of Competitive Grants with approval for you to submit the Teacher Request Form to the El Paso Community Foundation.
9. If you have questions, please contact Luz Custer, [lcuster@yisd.net](mailto:lcuster@yisd.net), 434-0512.