

The Classroom Fund

El Paso Community Foundation

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

- Be a Pre-K – 12th grade full-time educator (includes teachers, librarians, counselors, school nurses and full-time teachers who may also coach)
- 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 May 8, 2022 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: Information about you, including contact information.
- School Information: Information about your school and what grades you teach.
- Line Items and Additional Information: The items you are requesting for your classroom and five short questions about your request.

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 that central office can review.

Do not submit your Teacher Request Form yet.

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

5. Complete the Ysleta ISD [Campus Grant Submission Form](#). The form is located on the Ysleta ISD Competitive Grants Department webpage.
6. Scan and send the completed Teacher Request sections and the signed Campus Submission Form to: lcuster@yisd.net. Please copy your principal on the email as part of the approval process.
7. Allow 5 business days for the district routing to complete. **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 email lcuster@yisd.net.