

# Governor's Educator Excellence Award Program - Texas Educator Excellence Grant

## Important Dates:

eGrant Due Date:	October 5, 2006
Start Date:	October 6, 2006
Part I - 75% Payout Date:	May, 2007 - October 15, 2007
End Date:	August 31, 2008

This grant is authorized by House Bill 1, enacted in the third called session for the 79th legislative session, subchapter N, Awards for Student Achievement.

# Accessing eGrants - TEASE Username and Password for ISDs and ESCs:

To access to eGrants you will need a TEASE Username and Password.

1. If you are with an ISD or an ESC and do not have a TEASE Username and Password, complete the on-line form at:
  - Open your web browser.
  - Type <http://www.tea.state.tx.us> into the web browser address bar to access the TEA homepage.
  - Along the top of the page, select "Index A - Z".
  - Select "Applications."
  - On the TEASE Application Page , scroll down and under "TEASE Web Application" column, select "eGrant On-Line Request Form".

## Accessing eGrants - TEASE Username and Password for Charter Schools:

2. If you are with a Charter School and do not have a TEASE Username and Password, complete the form at:
  - Open your web browser.
  - Type [http://www.tea.state.tx.us/forms/tease/egrants\\_ext.htm](http://www.tea.state.tx.us/forms/tease/egrants_ext.htm) into the web browser address bar to access the TEA homepage.
  - Complete the form, print out and fax to (512) 463-7441.

# Completing the eGrants Application

Submit one eGrant application for each eligible campus.

The eGrants application can be accessed at:  
<https://sequin.tea.state.tx.us/apps/logon.asp>.

# Completing the eGrants Application

To access the eGrants User Guide and the eGrants Troubleshooting Guide in the eGrants Toolbox:

<http://www.tea.state.tx.us/opge/egrant/index.html>

# Completing the eGrants Application

## Troubleshooting Tips:

- Do not use special characters, such as "", :, '.
- Cut and paste small amounts of information.
- Click "Save" often.
- Attachments should be word document, excel document or pdf file. Do not try to attach a jpeg or mpeg file as they are too large.
- Refer to the Program Guidelines when completing the eGrant application.
- The email address only allows 50 characters.
- Only the Grantee Official can Certify and Submit.
- Do not click "Certify and Submit" twice.
- On budget fields make sure there are not any spaces.

# Completing the eGrants Application

## Budget Schedules:

- **Administrative Costs - Maximum 5% out of the 25%.**
- **This grant is state funded and indirect costs are unallowable.**
- **Complete the supporting budget schedules (BS6100, BS6200, BS6300, BS6400 and BS6600) first, then go and open the Budget Summary Schedule (BS6000) and save.**
- **If there are no costs budgeted for a certain budget schedule, check the box at the top of the schedule.**
- **Be sure to complete the purpose or description for each budget item as required.**

# Attachments to the eGrant Application

## Attachment 1:

- Letters of support from teachers (min. of 3);
- Evidence of teacher participation;
- List of campus committee members;
- board meeting minutes or indicate when the plan will be presented to the board;

Scan the above items into one document.

Name the document "Attachment 1" and attach to the eGrant on Schedule GS2000.

# Attachments to the eGrant Application

## Attachment 2:

[http://www.tea.state.tx.us/opge/disc/EducatorExcellenceAward/EIGPAA\\_TEAA\\_Attachment.xls](http://www.tea.state.tx.us/opge/disc/EducatorExcellenceAward/EIGPAA_TEAA_Attachment.xls)

Complete the excel spreadsheet, which includes:

- Schedule BS6100 - Payroll Costs Breakout. Please list out staff positions that will receive incentives in Part I and in Part II. Enter the incentive amount under the appropriate column - Part I or Part II.
- Part I Plan Chart.
- Part I Funds Estimated Distribution Chart.
- Part II Funds Estimated Distribution Chart.

**These attachments MUST be included as part of the eGrant in order for the eGrant to begin the review process.**

# Program Guidelines

**Current Discretionary Grant Opportunities:**

<http://www.tea.state.tx.us/opge/disc/>

**Governor's Educator Excellence Award Program -  
Texas Educator Excellence Grant Information:**

[http://www.tea.state.tx.us/opge/disc/EducatorExcellenceAward/EdExcellenceAward\\_RFA.html](http://www.tea.state.tx.us/opge/disc/EducatorExcellenceAward/EdExcellenceAward_RFA.html)

# Contacts

**For eGrant or Budget Questions:**

- Karen Harmon, Discretionary Grants, (512) 463-9181, [karen.harmon@tea.state.tx.us](mailto:karen.harmon@tea.state.tx.us)

**For Information on Access to TEA Applications:**

- [Computeraccess@tea.state.tx.us](mailto:Computeraccess@tea.state.tx.us)

**For eGrant Access Form or staff access/their role:**

- [GrantsTEA-SE@tea.state.tx.us](mailto:GrantsTEA-SE@tea.state.tx.us)