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## 2020-21 West Orange Middle School Science Impact Grants Frequently Asked Questions

### To whom at The Bond Foundation can I send a thank you letter?

Thank you notes are required and may be sent to:

Mr. Derek J. Blakeslee  
The Bond Foundation  
c/o Foundation for OCPS  
RBELC – 9<sup>th</sup> Floor

Please acknowledge the **Foundation for Orange County Public Schools** and **The Bond Foundation** in ALL communications relating to this grant award.

### How do I get the money to purchase the supplies and materials?

Grant funds have been given to your school. Please work with your principal and bookkeeper to purchase budgeted grant items. Remember, supplies, materials and equipment purchased with grant funds do not become the personal property of the grantee; however, supplies, materials and equipment can travel from school to school with the grantee. Upon resignation or retirement, the supplies and/or materials become the property of the OCPS school where last held.

If you are unable to purchase the supplies, materials and/or equipment in your approved grant budget, you must get approval from the Foundation to modify your budget **prior** to ordering / purchasing replacement items.

### Why do I need to keep copies of my receipts and payment documents?

You will need copies of your invoices and payment documents for 100% of your expenditures. These documents (copies) must be uploaded to the google file that has been shared with you. Purchase orders, order summaries / quotes, packing slips are NOT valid documents.

### What is the deadline to spend grant funds?

All grant funds **MUST** be spent by **January 11, 2021**. The Grant Expense Summary Report with VALID backup documentation (invoices and payment documents) must be submitted by **January 25, 2021** to the Foundation for OCPS. Any unspent grant monies **MUST** be returned payable to the Foundation for OCPS when submitting the Grant Expense Summary Report and supporting documents.

### How do I “wrap-up” the grant process at the end of the school year?

You are required to submit a final evaluation to the Foundation for OCPS by April 26, 2021 via the online evaluation tool. A link to this tool can be found on the Teacher Grant Resource web page after the first of the year. Evaluation is an important element of the grant process as it enables the Foundation to track the impact its programs have on student achievement and report to donors on program outcomes and the use of funds. Your evaluation must include will submit a final evaluation including at least one of the following: # of project participants who showed increased interest in STEM education, # of project participants who showed increased interest in pursuing a STEM career; or # of project participants who improved their grade in their math/science class. Project specific outcomes and the tools that were used to evaluate learning are also required. Teachers who fail to submit an evaluation will be ineligible to apply for future Foundation for OCPS grants.

### I have questions regarding the above. Whom do I contact?

Call the Foundation Office at 407-37-3261.

## Grantee Responsibility

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- You **MUST** upload your signed contract to assigned Goggle drive.
- You **MUST** expend grant funds **NO** earlier than receipt of your grant funds and no later than January 11, 2021.
- You **MUST** submit expense summary and supporting documents and return unspent funds no later than January 25, 2021.
- You **MUST** submit a Final Evaluation Report and PowerPoint presentation and/or video presentation by April 26, 2021.