



2020-21 Math, Science and Energy Education Impact Grant Frequently Asked Questions

Duke Energy Impact Grants will be awarded for the purchase of classroom supplies, materials, and/or equipment to provide fourth through 12th grade students additional resources for investigative math, science projects and/or energy education projects.

To whom do I send a thank you letter?

Thank you notes are **required** and may be sent to:

Kari Conley
Duke Energy
452 East Crown Point Road
Winter Garden, FL 34787

Please acknowledge the **Foundation for Orange County Public Schools** and **Duke Energy Foundation** in ALL communications relating to this grant award and send the Foundation copies of media coverage, social media and photos.

Awards Will NOT Cover

- Registration / Entry Fees
- Honoraria, salaries, stipends, or substitute teachers
- Field trips or transportation
- Awards, incentives, t-shirts, food (unless part of an experiment)
- Programs that are state-mandated or existing programs funded by another organization
- Replication of a grant awarded in a prior academic year to the same grantee
- Maintenance of a grant awarded in a prior academic year to the same grantee

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. 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, materials and/or equipment become the property of the OCPS school last held. Technology devices purchased through this grant remain the Foundation's property and ALL technology must be purchased through approved IBuy procedures.

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 your shared Goggle drive along with your itemized Grant Expense Summary Report. Purchase orders, order summaries / estimates, packing slips are NOT valid documents.

What is the deadline to spend grant funds?

All grant funds **MUST** be spent by January 11, 2021. 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 an online final evaluation to the Foundation for OCPS by **April 26, 2021**. 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 final evaluation must include 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.

Media coverage

If you have a photo/video opportunity, please contact the Foundation. We will try to arrange coverage.

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

Call the Foundation Office at 407-317-3261.

Grantee Responsibility

- 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.