
2020-2021 STEM Partnership Impact Grants Grant Winners Frequently Asked Questions

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.

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

Grant funds are 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 where last held. Remember that technology devices purchased through this grant remain the Foundation's property and ALL device technology (computer, laptop, etc.) **MUST** be purchased through IBuy.

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?

Keep copies of your invoices and payment documentation for your expense summary reporting. You will need copies of your invoices and payment documents for 100% of your expenditures. These documents (copies) must be attached to your final 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**. **Expense Report** that includes funds spent is due by January 26, 2021.

The final Grant Expense Summary Report with **VALID** backup documentation (invoices and payment documents) must be uploaded to your assigned Goggle drive. 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 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 along with the tools that were used to evaluate learning also are required. Teachers who fail to submit an evaluation will forfeit their grant award and 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.