Middle School Book Club Impact Grant
Fact Sheet

Funded by License4Learning, the Florida Specialty Education License Plate program, Middle School Book Club Impact Grants will be awarded to strengthen literacy skills of students in grades 6-8 and encourage reading for enjoyment in a book club setting.

Eligibility

• Any OCPS middle school may apply.
• **ONE** application per **school** and each school may have up to three clubs.
• Facilitators receive a $500 stipend per book club they facilitate. The stipend will be paid at the end of the school year after all reporting requirements are met.

Concept

Students meet with a facilitator once a week before the school day begins (although some clubs meet during lunch and/or after school) to read and discuss selected books. Discussions will be group guided. Books may be fiction, non-fiction, or graphic novels. E-readers or traditional books may be used. If e-readers are used, parents **MUST** sign a permission slip accepting responsibility for the devices and students will be issued an e-reader with a cover and power cord for the year.

Clubs run from October – May. Each book club will have no more than 15 students (10 to 12 being ideal). Ideally students choose the books. It is estimated that students will read one book per month. Book club will preferably target middle school students (grades 6, 7, and 8) who are “reluctant readers” and scored a high level 2 or low level 3 on the previous year’s FSA Reading.

Grant funds may be used for Nook Glow Light Plus e-readers ($129.99), cases, extra power cords, e-books and/or traditional books, and food. There is a $300 maximum food allocation per club. Clubs can choose to have healthy breakfast food at weekly meetings or hold a “celebration” at the conclusion of each book.

All e-readers, books, and other program supplies are the property of the Foundation for Orange County Public Schools.

Evaluation

Facilitators complete an online survey provided by the Foundation for Orange County Public Schools at the end of the school year. Beginning and ending Lexile scores are required for all participating students. Facilitators also will provide ID numbers for all students so district staff can provide aggregate FSA Reading data to the Foundation. In May, facilitators provide opportunities for book club members to complete an online survey provided by the Foundation for Orange County Public Schools about the program.

Sample **Facilitator Survey**
Sample **Student Survey**

Award Amounts Available

• $1,000 - $5,000 per club

Application Requirements

• All applications must be submitted via the online grant portal.
• All applications must be approved by the principal.
Key Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Application due by</td>
<td>August 19, 2016</td>
</tr>
<tr>
<td>Award notification by</td>
<td>September 30, 2016</td>
</tr>
<tr>
<td>Spend funds and report by</td>
<td>April 28, 2017</td>
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<tr>
<td>Facilitator and Student Surveys completed by</td>
<td>May 26, 2017</td>
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Evaluation Process

Each application will be reviewed, evaluated, and scored by a panel of three community volunteers. Most volunteers are not educators and will not be familiar with acronyms and/or curricular areas. It is in your best interest to minimize education jargon. Volunteers will evaluate according to the criteria listed in the rubric and answers provided by applicant(s). Click here to see the scoring rubric.

Funding Process

- Facilitators of approved clubs will be notified by September 30, 2016.
- Stipends are paid after all reporting requirements are met (May or June 2017).
- Supplies are ordered through Barnes & Noble and are billed directly to the Foundation.

Grant Writing Instructions

- Setup a user log-in via the teacher grant portal. If you set up a log-in last year, use the same log-in. If you forgot your password, you can reset it. Use your long email address (e.g.: susan.smith@ocps.net).

  After logging in, you can select the L4L Middle School Book Club Impact Grant from the drop down list of grants. The grant module allows you to log in and out of your application. You must save each time before logging out. This will allow you to research, edit, and save before your final submission.

- There are character limits for each section. Please plan accordingly.
- If there are any unanswered fields within the application, you will be unable to submit.
- If you see a blue bubble question mark, click on it for a “help tip.”
- After your application is submitted:
  - Your principal will receive a copy of the application via email.
    - Principal clicks on the link at the bottom of the email, which redirects him/her to the grant portal login. If your principal set up a log-in last year, it is still active. If your principal forgot the password, it can be reset. If your principal is new, he/she must set-up a new login (first visit).
    - After logging in, the principal can review your grant and click on the approval button.
    - If your principal requires you to edit the application, you can login, update, and resubmit. Your principal will receive a new email for approval.
    - Check with your principal to make sure your grant has been reviewed and approved.
  - Until these steps are completed, your application cannot be considered for judging.
  - You can log into your application to check status. Teacher status: draft or complete/final submission; principal approved: yes or no; and admin approved: yes (forwarded to judging) or no.

Admin (Foundation staff) approval cannot be given until your principal has approved the application. If you re-submit your application after the principal has approved it, the principal’s approval will be removed and it will need to be re-approved. If this happens, let your principal know to expect another email to approve it.
Grantee Responsibility

- You **MUST** sign a grantee contract.
- You **MUST** expense grant funds no earlier than receipt of your grant funds and no later than April 28, 2017.
- If you receive funds for food, you **MUST** submit an expense summary and supporting receipts, and return unspent funds no later than April 28, 2017.
- If you personally pay for food and are submitting a check request for reimbursement, this **MUST** be received by the Foundation with supporting receipts no later than April 28, 2017.