



2021-22 Middle School Book Club Impact Grant Frequently Asked Questions



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.

How do I get the money to purchase books?

As a Teacher Impact Grant Middle School Book Club winning dollars for this grant have been submitted to your principal and school bookkeeper and deposited into an account where you can purchase materials from this particular fund.

Only traditional books can be purchased.

Budget: It is your responsibility to track expenses to ensure you do not go over your approved grant amount.

Why do I need to keep my receipts?

You will need copies of your invoices and payment documents for 100% of your expenditures. These documents (copies) must be submitted with your final itemized Grant Expense Summary Report and uploaded to your assigned Google drive.

What is the deadline to spend grant funds?

All grant funds for books **MUST** be spent by **January 11, 2022**.

Grantee Responsibility

- You **MUST** electronically sign a grantee contract on behalf of your school's MS Book Club Grant which is available in your assigned Google drive.
- You **MUST** make sure you the (facilitator) spends all grant funds no later than **January 11, 2022**.
- You **MUST** make sure:
 - You must electronically sign the facilitator contract located in your assigned Google drive.
 - It is your responsibility to complete the expense summary report in your Google drive and obtain copies of your book purchases through the school bookkeeper. Expense report and receipts are due to be uploaded to your assigned Google drive by **January 25, 2022**.
 - Final book club facilitator evaluation due **April 26, 2022**.
 - Oversee that student online surveys are completed and submitted by each student by **April 26, 2022**. **Links will be provided to you.**
 - If you leave the school district books become property of the school.