



2020-21 Non-fiction Classroom Libraries Grant Frequently Asked Questions

Please acknowledge the **Foundation for Orange County Public Schools** in ALL communications relating to this grant award on social media and or others means of communication.

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/or equipment purchased with grant funds do NOT become the personal property of the grantee; however, they can travel from school to school with the grantee. Upon resignation or retirement, they become the property of the OCPS school where last held.

If you are unable to purchase the supplies and/or materials 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 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 shared Goggle drive. 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**. The Grant Expense Summary Report with **VALID** backup documentation (invoices, completed POs, check copies and/or detailed SAP printout) must be uploaded to the Goggle drive shared with me by **January 25, 2021**. Any unspent grant monies **MUST** be returned payable to the Foundation for OCPS when submitting the Grant Expense Summary Report and supporting documents (**January 25, 2021**).

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. 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

- 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.