



2021-22 Non-Fiction Classroom Libraries Impact Grant

Application Fact Sheet



Classroom Libraries Impact Grants, funded by License4Learning - the Florida Specialty Education License Plate, will be awarded for the purchase of non-fiction literature for **K through 12th grade** classroom libraries.

Eligibility

- Any traditional **K through 12th** grade Orange County Public School classroom teacher who is the teacher of record is eligible to apply. (Media Specialists and resource teachers are excluded from applying for this grant).
- Charter Schools are not eligible.

Project focus

- All grant awards will be used for the purchase of **non-fiction** literature to update **classroom** libraries or sets of non-fiction classroom books (including eBooks).
- Priority will be given to grant proposals that focus on:
 - Original, creative, and innovative teaching approaches that address student needs; and a complete, detailed budget.

Award Amount Available

- Up to \$500 per teacher

Award Will NOT Cover

- Storage shelves/containers for books
- Awards, incentives, t-shirts or food

Application Requirements

- All applications must be submitted via the online grant portal and approved by the principal.
- All books **must be** non-fiction and OCPS vendor approved. All OCPS ordering procedures are district mandated. Check with school bookkeeper before your application is submitted to ensure compliance.

Key Dates

Application Deadline:	August 23, 2021
Award Notification by:	November 8, 2021
Spend Funds Deadline:	January 11, 2022
Submit Expense Report:	January 25, 2022
Unspent Funds Returned:	January 25, 2022
Final Evaluation Due:	April 26, 2022
PowerPoint and/or Video Due:	April 26, 2022

If you are unable to meet the key dates for spending and reporting, please do NOT apply. Unspent funds must be returned to the Foundation by January 25, 2022 so those funds can be redistributed.

Evaluation Process

Each application will be reviewed, evaluated, and scored by a panel of three community volunteers. Most volunteer judges are not educators and will not be familiar with acronyms and/or curricular areas. It is in your best interest to minimize education jargon. Judges will evaluate applications according to the criteria listed in the rubric and answers provided by applicant(s). Creative and innovative applications are strongly encouraged.

Funding Process

Checks will be made payable to the grantee's school. Amount granted may be different from the budget request.

Other Pertinent Information

- Each classroom teacher may submit **ONE** grant application.
- Media specialists or resource teachers are **NOT** eligible to apply.
- Non-fiction literature purchased with grant funds does **NOT** become the personal property of the grantee; however, they can travel from school to school with the grantee. Upon resignation or retirement, any remaining books become the property of the OCPS school where last held.
- Any funds not used and/or accounted for **MUST** be returned to the Foundation when the Expense Summary is submitted by the January 25, 2022 deadline. If you have money left over after you order due to sale prices or other reasons – you can eligible to order more materials that enhance the project.
- All OCPS ordering procedures must be followed as this is a district mandate. Coordinate these efforts with your school bookkeeper.

Grantee Responsibility

- You **MUST** electronically sign your contract that is located in your assigned Goggle drive.
- You **MUST** expend grant funds **NO** earlier than receipt of your grant funds and no later than January 11, 2022.
- You **MUST** submit expense summary and copies of all receipts and return unspent funds no later than January 25, 2022.
- You **MUST** submit a Final Evaluation Report and PowerPoint presentation and/or video presentation by April 26, 2022. This is a requirement so we can show the impact of your grant with our funders.