



## ***2020-2021 Classroom & School Grants Guidelines***

Funds can be requested for a project that is consistent with The School District of Lee County's Strategic Plan, Envision 2030. The intention of The Foundation for Lee County Public Schools is to encourage innovative projects to enhance or enrich education of students where school/district budgets fall short. Grant applications must focus on one or more of the following: Low Performing Students, Literacy or STEM Education.

### **Who is eligible to apply:**

- Any Lee County school district teacher/educator for an individual Classroom Grant up to \$500
- Any group of Lee County school district educators (3 or more) for a Group Grant up to \$1500.
- Any Lee County School District Principal or District Department Head is eligible to apply for a School/District Grant up to \$5000

### **Requirements:**

- Classroom & Group Grant applicants must attend a grant workshop either online or in person provided by The Foundation or Lee County Public Schools, Inc. (FLCPS).
- Principal or administrator must sign that they have reviewed and approved the grant application before submitting to FLCPS.

### **Grants Funded:**

- Applicants should refrain from using educational jargon and acronyms.
- Applicants should have at least 1 other person proofread their application
- Applicants should pay attention to word limitations.
- Grant applications will be reviewed and scored by at least 3 volunteer selection committee members from community and business sponsors (no school district or Foundation employees will read or rank the blind applications).
- Applicants will be notified mid-November if they are awarded or not.

For Questions or more information, please contact: Bev Burke or Theresa Reich

[Beverly@LeeSchoolFoundation.org](mailto:Beverly@LeeSchoolFoundation.org) or [Theresa@LeeSchoolFoundation.org](mailto:Theresa@LeeSchoolFoundation.org)

[\*The Andrew D. Gwynne Institute Building\*](#)

[2266 Second Street](#)

[Fort Myers, FL 33901](#)

*Phone: 239-337-0433 ext.204 Fax: 239-337-7077*

[www.leeschoolfoundation.org](http://www.leeschoolfoundation.org)



**Awarded Grants:**

- Principals and Bookkeepers will be sent checks payable to the school to deposit in separate account for this specific educator/project. All expenses should be taken from this account and copies of invoices and receipts saved for final reporting. Grant recipients will be required to complete a mid-year survey as well as a final evaluation of the grant project based on goals stated in the application. The final report will include an evaluation, a final expense report, receipts and copy of schools accounting ledger.
- Awardees & administrator must sign commitment form before funds will be sent to school.
- Awardees use and follow timeline to stay on track with project and requirements.
- Applicants will not be awarded more than one grant project per year, although they can apply for multiple different projects. If applicant did not complete required reports from previous years, they will not be allowed to apply.
- Grant materials and equipment should remain with the applicant if they move to another Lee Co. District School. If they leave the LCSD the grant items should remain at the school they left.
- If applicant is unable to do the grant project or there are unspent funds in excess of \$1.00, the FLCPS should be notified a.s.a.p. and refund sent back within 30 days and no later than June 1, 2021.
- Non-allowable expenditures include: general administrative expenses, food and beverages, support of interscholastic athletics, capital improvements, decorative items, awards/incentives, fundraising, pre-award costs, PDAs/cellphones.

*\*Thank you notes for can be sent to The Foundation by Pony Mail*

This program is sponsored by:



**School District Education  
Foundation Matching  
Grant Program**





## ***Classroom & School Grants 2020-2021 Timeline for Educators & Administrators***

**Monday August 24, 2020**

**Application Open**

**Tuesday, October 13, 2020**

**Grants Application Deadline!**

Emailed copy due in The Foundation office by 4:00 PM.

Mid-November 2020 principals.

Notification of awards sent by email to applicants and

Checks sent to principals and notification sent to school bookkeepers. **Reminder – Checks will not be issued until a Grants Acknowledgement is received**

**Monday, November 30, 2020**

**Awards Reception!** - Broadway Palm Dinner Theatre, 5:00 -7:00 PM. Recipients, Principals, Selection Committee, Sponsors, Superintendent, School Board, and Foundation Board are invited.

**Friday, January 8, 2021**

**Mid-Year Survey Due!**

**Tuesday, May 25, 2021**

**DEADLINE for Final Reports!** Must be completed in AwardSpring Reports must include descriptive receipts and/or purchase orders, evaluation, final expense forms, and school/department bookkeeping ledger.

Monday, June 1<sup>st</sup>, 2020

Refund of unused funds over \$1.00 due.

If you have any questions or need additional information,  
Contact Beverly Burke or Theresa Reich at  
239-337-0433  
email: [Beverly@leeschoolfoundation.org](mailto:Beverly@leeschoolfoundation.org)



## *Helpful Hints*

Classroom Grant application site link can be found on the Foundation Website:

<https://flcpseducatorgrants.awardspring.com/>

Before applying, you must view the workshop video available on the Foundation Website or attend an in person workshop

### Important:

For this site, grants are known as “scholarships” and teachers are “students.”

- Click on Register
- Complete the registration – remember you are a “student”
- To see what opportunities are available, click on Scholarship (grants)
- Click Application at the top of the page to open the application.
- Sections of the application automatically save once you click out of the text box. You should see a check mark and “Saved” when box is completed.
- As you complete each section of the application, you should see “complete” in the menu on the left side of the page. If something is missing you will see “In Progress”. Go back and make sure you have completed every section of the page.
- The “submit application” button will only become active if you have completed every section of the application and the principal has completed the certification. If the button is not active (gray), go back through your application to see what is missing.
- The Certification Page requires the principal to “sign” or affirm that they have reviewed and approved the grant application. This is done by entering the principal’s e-mail address. The system will then send an e-mail to the principal, who will need to respond to the sent e-mail. Please allow time for the e-mail to send and for your principal to sign. Otherwise, the system will not allow you to go back and submit your application.

If you have any questions or need additional information,

Contact Beverly Burke or Theresa Reich

239-337-0433

email: [Beverly@leeschoolfoundation.org](mailto:Beverly@leeschoolfoundation.org)

[Theresa@leeschoolfoundation.org](mailto:Theresa@leeschoolfoundation.org)