



## FUTURES Foundation's 2019-20 Mini-Grant Program

The FUTURES Mini-Grant Program's objective is to encourage and support teachers and administrative staff who have great ideas for creative use of curriculum that will provide enhanced learning experiences for students. FUTURES will continue utilizing the Find It Fund It online system for the 2019-20 program year and will accepting grant request applications on **May 31, 2019** at [www.FindItFundItFlorida.com/Volusia](http://www.FindItFundItFlorida.com/Volusia).

### ***Who May Apply?***

All Volusia County Public Schools' K-12 teachers and administrative staff are encouraged to apply. **Each teacher can submit up to two (2) requests, up to \$1,000 each.** There is no limit of applications per school.

### ***Mini-Grant Program Timeline:***

- Friday, May 31, 2019 - Find It Fund It Portal opens and is available for submitting requests
- **9 a.m. Monday, September 9, 2019 - Find It Fund It Portal closes and will no longer accept grant requests**
- September TBD- Mini-Grant Committee meets to review all mini-grant requests
- October TBD- Mini-Grant award recipients are notified of grant request status
- October TBD- Mini-Grant Awards Celebration for recipients, donors, community members & FUTURES Board Members from 5 to 7 p.m. at Mainland High School.
- On the 15<sup>th</sup> of every month, any non-FUTURES funded donations that have been donated the prior month to a project via the online portal will be dispersed to your school.
- Noon Friday, January 31, 2020 - Funding capabilities cease on Find It Fund It
- Friday, February 21, 2020 - Last disbursement of non-FUTURES funded donations
- Friday, April 3, 2020 - Deadline to purchase all items and complete project
- **9 a.m. Monday, April 27, 2020 - Online Impact Report (with pictures) and unused FUTURES funds (over \$25) due to our offices at Facilities/Olson. Failure to submit the Impact Report by this deadline will disqualify you from Mini-Grant funding the next school year.**

### ***What won't be funded?***

Grant funding is **not to be used** to fund t-shirts, awards, incentives, food, travel, certificate requests, salaries (including substitutes' salary) and staff development or to supplant existing funding opportunities. Computer hardware such as Nooks, Kindles, iPads, laptops, desktops & regular printers; web-based programs; and subscriptions **will not be funded.** This list is not comprehensive, and the committee reserves the right to make adjustments to your grant request.

Ancillary hardware such as Ozobots, Lego Mindstorm and other such robotic devices **are not excluded** for Makerspace and STEM initiatives.

## ***How Do I Apply?***

To post new projects, teachers and staff who did not already register on Find It Fund It in a prior school year may do so by visiting [www.FindItFundItFlorida.com/Volusia](http://www.FindItFundItFlorida.com/Volusia) and following these steps using **CHROME browser**:

1. Please use the registration button on the top right-hand side of the page. Then select whether you are a donor, principal or teacher.
2. Use your school system email address (only emails ending in @volusia.k12.fl.us will be accepted and this becomes your username as well). You will receive an email confirmation.
3. To create a new grant request, click on the "Add A Grant Request button" and follow the on-screen instructions. We recommend that you write your request in a Word Document for your records, then copy and paste your text into the on-line form. Grant applications should address student achievement and be related to the school improvement plan/priority items.
  - a. **Teachers must include the curriculum standards the grant activity(ies) will relate to and outline the specific grant activity(ies) under "What Will Be Done With My Students".**
4. Before submitting your grant to your principal, please ensure your materials have been approved by the appropriate people.
  - a. Check with your school's media specialist to approve any books included within the Mini-Grant and for age/grade level appropriateness.
  - b. For information about technology requests, please visit the Volusia County Schools Learning Technologies page <http://myvolusiaschools.org/learn-tech/Pages/default.aspx>. For any questions, please contact Caitlyn Distler at extension 20451 or [cadistle@volusia.k12.fl.us](mailto:cadistle@volusia.k12.fl.us) in Learning Technologies.
5. Once you submit your request, an email is sent to your principal asking her/him to approve it. If approved, it shall be forwarded automatically to FUTURES for review, final approval and consideration for a FUTURES funding allocation. If you do not receive principal approval within a week or two, we recommend you contact your principal.

## ***What happens after I submit my grant request(s)?***

1. A committee consisting of educators, district leadership, subject area specialists, community leaders and FUTURES Board Members and staff shall review the online applications. The committee will place an emphasis on grant projects in the following subject areas: literacy, energy (solar and alternative) education and awareness, STEM (science, technology, engineering, mathematics), and the arts.
2. After FUTURES initial funding, community and business partners may and typically do fund projects of their own choosing. For example, for the 2019-2020 school year, we expect funding from Heart of Volusia (for Heart Health projects) and from Duke Energy (for projects relating to solar/alternative energy and STEM).
3. You will then receive an email regarding the status of your mini-grant. All grants that will be posted online will receive an "Approval" email. **An "Approval" does NOT mean that your grant will be funded; it does mean that your grant request has been approved to be posted on the Find It Fund website.** A separate email indicating "Partial Fulfillment" or "Fully Funded" will be sent to those who have received funding.
4. Once posted online, you are encouraged to share projects on Facebook and Twitter as well as send emails to friends, family, students' parents/guardians, PTAs, and other business partners in order to spread the word about your grant on [www.FindItFundItFlorida.com/Volusia](http://www.FindItFundItFlorida.com/Volusia).

***A few important items to note:***

- ✓ If at any time, you determine your project will not come to fruition, please return the funds to FUTURES immediately so they may be re-allocated to a viable project. Do not wait until the end of the school year to notify us.
- ✓ If you change schools at any time, you will need to update your profile immediately to reflect your new school (if you do not make this change, your requests will be sent to the incorrect principal for approval).
- ✓ FUTURES Foundation requires that recipients advertise and note FUTURES Foundation as a source of funding on all grant materials. Our Twitter handle is @FUTURES\_Inc and Facebook page is at [www.facebook.com/FUTURESfoundation/](http://www.facebook.com/FUTURESfoundation/).
- ✓ All items, including instructional materials, purchased with money from Find It & Fund It Florida are the property of the school, not the individual teacher, and must remain with the originating school if the teacher moves to a different school or leaves the District.
- ✓ It is the policy of FUTURES Foundation that Charter Schools shall not be eligible to apply for grants under the FUTURES Mini-Grant Program, absent extenuating circumstances to be considered by the Board of Directors at its sole discretion from time to time.