



FUTURES Foundation's 2023-24 Mini-Grant Program

The FUTURES Mini-Grant Program's objective is to encourage and support teachers & administrative staff who have great ideas for creative use of curriculum that will provide enhanced learning experiences for their students. FUTURES will continue utilizing the Find It Fund It online grant portal for the 2023-24 program year and will begin accepting grant request applications on **June 1, 2023** at www.FindItFundItFlorida.com/Volusia.

Who May Apply?

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

Mini-Grant Program Timeline:

- June 1 - Find It Fund It Portal opens and is available for submitting requests
- September 15 - Find It Fund It Portal closes and will no longer accept grant requests.
- September/October - Mini-Grant Committee reviews & recommends allocations for all mini-grant requests
- October 20 - Mini-Grant award recipients are notified of grant request status
- Surprise Grant Delivery Day – Grant Recipients are surprised with funding at their schools!
- On the 15th 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 the school
- January 31, 2024 – Donor funding capabilities cease on Find It Fund It portal
- February 16, 2024 - Final disbursement of non-FUTURES funded donations
- April 8, 2024 – Recommended deadline to purchase all items and complete your project
- April 22, 2024 – Deadline to return any unused funds in excess of \$25 to FUTURES (interoffice to FUTURES at Facilities Services/Olson Drive)
- April 22, 2024 - Online Impact Report (with photos of your project) is due - 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?

This list is not comprehensive, and the committee reserves the right to make adjustments to your grant request. Grant funding is not to be used to fund t-shirts, awards, incentives, food, travel, gift card/voucher/certificate requests, salaries (including substitutes' salary) & 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. Ancillary hardware such as Ozobots, Lego Mindstorm and other robotic devices are not excluded for Makerspace and STEM grant projects/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 and following these steps using **CHROME** browser:

1. Use the registration button on the top right-hand side of the page, selecting 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 the provided Word Document Template for your records, then copy and paste your text into the online form.
 - a. **Teachers must include the specific Florida standards/benchmarks the grant activity(ies) will relate to and outline the specific grant activity(ies) under “What Will Be Done With My Students.”**
 - b. An example is: WL.K12.IM.1.1: Identify the main idea and supporting details on familiar topics expressed in a series of connected sentences, conversations, presentations, and messages.
4. Before submitting your grant, 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 confirm age/grade level appropriateness.
 - b. For information about technology requests, please contact Volusia County Schools Learning Technologies.
5. Once you submit your request, the FIFI portal automatically emails your grant to your principal asking for approval. If approved, the grant is 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 to ensure they received your automated request.



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.
2. After FUTURES' initial funding, community and business partners may and typically do fund projects of their own choosing. For example, for the 2023-2024 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. All grants that will be posted online will receive an "Approval" email. An "Approval" does NOT mean that your grant will be funded; it means that your grant request will 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 your grant is approved & posted online, you are encouraged to share your grant project via email, Facebook, Twitter etc. in order to spread the word about your grant & its funding needs. The email & social media features are on 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. Waiting until the end of the school year to notify us will result in being disqualified from Mini-Grant funding next school year.
- ✓ 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. Please tag us on Twitter, Facebook, Instagram, and/or LinkedIn.
- ✓ 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; unless administration provides express written consent to removal or transfer.
- ✓ 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 .

