



FUTURES Foundation's 2018-19 Mini-Grant Program on www.FindItFundItFlorida.com/Volusia

FUTURES Foundation for Volusia County Schools will continue utilizing the Find It Fund It online system for our 2018-19 Mini-Grant Program. Beginning June 4, 2018 we'll be accepting applications for the funding of projects which demonstrate innovative and effective ways to meet students' needs through curriculum standards and increase motivation to learn on www.FindItFundItFlorida.com/Volusia. **Use Chrome browser which works best!** **Grants of up to \$1,000** each may be submitted for projects and applications are limited to no more than two (2) per teacher. However, there is no limit of applications per school.

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. **In 2018-19, Teachers must include the curriculum standards the grant activity(ies) will relate to and outline the specific grant activity(ies). If books are being requested, please list each book title, ensure the book is grade level appropriate and verify your media specialist has approved each title.** Mini-Grants enable the purchase of special materials and resources for the classroom and are intended to support projects that are not provided for within school budgets or through other means.

Who May Apply?

All Volusia County Public Schools' K-12 teachers and administrative staff are encouraged to apply. 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.

DEADLINE for submission: 6 p.m. Friday, September 7, 2018

Mini-Grant recipients agree to:

- Attend a mandatory Mini-Grant Awards Celebration for recipients, donors, community members & FUTURES Board Members from 5 to 7 p.m. in October (exact date TBD) at Mainland High School.
- Purchase all items and complete his/her project on or before **Friday, April 1, 2019**

- Complete an online Impact Report including an upload of photos of your project on or before 6 p.m. **Monday, April 22, 2019** on www.FindItFundItFlorida.com/Volusia (use Chrome browser).

MINI-GRANT Criteria

A committee consisting of educators, 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. Grant applications should address student achievement and be related to the school improvement plan/priority items. **In 2018-19, Teachers must include the curriculum standards the grant activity(ies) will relate to and outline the specific grant activity(ies). If books are being requested, please list each book title, ensure the book is grade level appropriate and verify your media specialist has approved each title before you submit your grant!**

For 2018-19, we hope to have \$3,000 in special funding for projects relating to heart health courtesy of Heart of Volusia, Inc. If you are interested in this funding, please ensure your grant request specifically states its relationship to heart health and healthy living and select the Heart Health Subject.

For 2018-19, we will have \$10,000 in special funding for projects relating to solar and alternative energy courtesy of Duke Energy Foundation. If you are interested in this funding, please ensure your grant request specifically states its relationship to solar and alternative energy and use the Solar & Alternative Energy Subject.

The committee reserves the right to make adjustments in your grant request. 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**.

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

All software and apps must be cleared by the district's Technology Services department. For information about approved apps and software, please visit the VCS Learning Technologies page <http://myvolusiaschools.org/learn-tech/Pages/Reviewed%20Apps%20and%20Software.aspx>. For any questions, please contact Caitlyn Distler at extension 20451 or cadistle@volusia.k12.fl.us in Learning Technologies.

BYOT (Bring Your Own Technology) is subject to different network access rights. Applicants must ensure before applying that they agree to the criteria for BYOT Schools. For a list of schools implementing BYOT, please refer to <http://myvolusiaschools.org/learn-tech/pages/BYOT.aspx>. If more information is needed about BYOT, please contact Caitlyn Distler at extension 20451 or cadistle@volusia.k12.fl.us in Learning Technologies.

General Mini-Grant Guidelines

Find it & Fund it Florida is an interactive online portal for Volusia County Public Schools which allows teachers to post two projects for funding up to \$1,000 each.

To post new projects, teachers and staff who did not already register on Find It Fund It in a prior school year, during the grant application process may apply by visiting www.FindItFundItFlorida.com/Volusia and following these simple steps using **CHROME browser which works the best**:

1. For your initial registration, 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 as **only emails ending in @volusia.k12.fl.us** will be accepted and this becomes your user name as well.
3. You'll then receive a message stating you've been registered and reminding you your email address is your user name.
4. Log-in using your user name and password.
5. Use the menu bar at the top left to navigate through your account. You can check your activity, approval status, submitted projects, drafts, etc. anytime simply by logging into your profile.
6. **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).
7. To create a new grant request, click on the Add A Grant Request button to start entering your new projects using the on-screen instructions. We **HIGHLY** recommend that you write your request **in a Word Document** so you can print and always have a copy for your records. Then, copy and paste your text into the on-line application request form. This also makes it easier if your principal or FUTURES requests you modify your grant in any way.
8. Ensure each of the sections -- Goal, What will be done with My Students, Benefits to My Students, Budget Narrative and Budget Items -- include specific details important to the Mini-Grant Committee. These should include **the number of students involved** in the project, how this proposal will **enhance your students, classroom or school** (why this would be needed or is important), list the details of your evaluation process, the project must show academic gains and the evaluation should contain quantifiable results with how these results shall be measured. Please also note if this is a continuation of last year's grant and be specific of all budget items (within reason). Please **round up to next whole dollar** and don't use cents.
9. Before submitting your grant to your principal, please **ensure the media specialist has approved any books included within the Mini-Grant and please remember they must be age/grade level appropriate for your students.**
10. If requesting technology software or apps, you should contact Caitlyn Distler for an updated list of supported models. Any technology requests must be vetted through Mike Cicchetti at ext. 20451 or cadistle@volusia.k12.fl.us in Learning Technologies prior to electronic submission. FUTURES **will not fund hardware** requests through Mini-Grants for Nooks, Kindles, iPads, laptops, desk tops or computer printers. Ancillary hardware such as Ozobots, Lego Mindstorms and other such robotic devices **are not excluded** for Makerspace and STEM initiatives.
11. Once you submit your request, an email is sent to your principal asking her/him to approve it. Once she/he has issued approval it shall be forwarded automatically to FUTURES for review, final approval and consideration for a FUTURES funding allocation. FUTURES anticipates announcing funding allocations by late September with the check presentation/reception in October (exact date TBD) from 5-7 p.m. at Mainland High School. **Please remember that it is ultimately up to you to make sure your principal approves your projects.** If you do not receive principal approval within a week or two, we recommend you speak with or email your principal about your grant(s).

Find It & Fund It will be most successful if we all work together to promote your grant request's needs! **Once final approval** is received from FUTURES Foundation, teachers and administrators 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. FUTURES Foundation also will be reaching out to the community and various businesses for support. We ask that you not share your project until it does receive FUTURES approval and is live on the FIFI website, not still in the "review" stage. FUTURES will email you once your grant has been approved and/or approved for funding. Even if you don't receive funding, we encourage you to use FIFI as a means of sharing your project. Please take a look at our "Suggestions for Sharing Find It & Fund It Projects" on the next page for ideas on how to promote your project and this program to assist with additional funding.

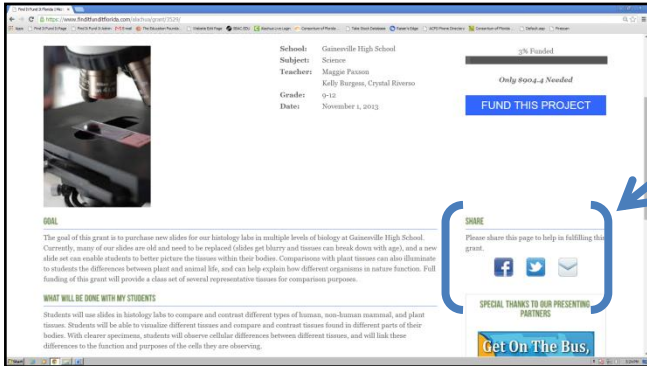
A few important items to note:

- ✓ Principals must have all electronic Mini-Grant applications approved or denied **by 6 p.m. Friday, September 7, 2018.**
- ✓ FUTURES will review all principal approved grants in late September/early October.
- ✓ On **a date to be determined in October from 5-7 p.m. at Mainland High School**, FUTURES will hold a celebration for the distribution of the initial Mini-Grant Funding checks. Recipients are strongly encouraged to attend as special awards are presented and many donors are present for you to meet, thank & engage.
- ✓ 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 your school. Donation capabilities on the portal will cease on **Thursday, Jan. 31, 2019**, and **Tuesday, February 19, 2019** will be the last disbursement of donations received through the portal for the 2018-19 school year.
- ✓ 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.** We realize situations arise so please **do not wait until the end of the school year to notify us.**
- ✓ Your project must conclude by **Monday, April 1, 2019.**
- ✓ Funds **must be spent** during the 2018-19 school year by **Monday, April 1, 2019.**
- ✓ All unused funds over \$25 must be returned to FUTURES by **6 p.m. Monday, April 22, 2019** via a check payable to FUTURES, Inc. (interoffice to us at Facilities Services).
- ✓ Using **CHROME browser**, you must input your online Impact Report and accompanying photos which outline your grant's impact and success by **6 p.m. Monday, April 22, 2019** into FIFI. Please check your spelling & grammar before uploading! **Failure to submit the Impact Report by this deadline will disqualify you from Mini-Grant funding the next school year.**
- ✓ FUTURES Foundation reserves the right to publicize all grant programs.
- ✓ 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/.
- ✓ Instructional materials funded by a FUTURES grant becomes the property of the school in which the teacher/staff is employed when completing the application process.
- ✓ All items 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.

All applications must be submitted and approved by your principal/administrator online at www.FindItFundItFlorida.com/Volusia by 6 p.m. on Friday, September 7, 2018.

Suggestions for Sharing Find It & Fund It Projects (once FUTURES approves grant)

- ✓ Use social media and email to ask friends and family



On each grant page, there are individual links that can be used to share via Facebook, Twitter, and even to send a grant via e-mail.

- ✓ Consider sending something home with your students that explains your project and/or the Find It & Fund It Program as a whole.

Dear Parents: As we begin the new school year I have a few ideas on new projects I would like to do in our classroom this year. One of those projects is _____ which will _____. Because this project requires extra supplies we do not currently have in our classroom, I have posted it on the FUTURES Foundation's Find It & Fund It Florida Website. This website is an online portal that allows community members to support local Volusia County teachers by making contributions toward new projects they want to accomplish in their classrooms. If you are interested in supporting our classroom through this project, please visit www.FindItFundItFlorida.com/Volusia and search for: _____.

Dear Parents: I would like to let you know about a program to support local Volusia County Public School teachers called Find it & Fund it Florida. This is an online portal through the FUTURES Foundation for Volusia County Schools which allows teachers to post project and classroom needs, and gives members of the community the chance to fund the projects at any level. This is a great way for teachers to get much needed items to support their classrooms, and for the community to get involved and support their teachers. If you or anyone you know would be interested in funding a project, please visit www.FindItFundItFlorida.com/Volusia to view all of the pr ojects in our area.

★ Remember that Find It & Fund It is a crowdfunding website, which means projects can be funded by multiple sources. Consider asking multiple people to help fund a portion of your project. For instance, ask 4 people to donate \$50 to fund your \$200 project. ★

If you have any questions about Find It & Fund It Florida, please contact FUTURES Administrative Assistant Tammi Collins or Executive Director Cynthia Ramirez via email at FUTURESFoundation@Volusia.k12.fl.us or call us at 386.255.6475, ext. 50723 or 50730, respectively.