

How to Submit a Walton Education Foundation Classroom Grant Application

(Please read all instructions/rules and click the Continue button below.)

PLEASE NOTE

1. All grant purchases will be done by your school's bookkeeper. Read more below.
2. All devices that connect to the Walton County School District's network must be approved by the technology department before you submit your application. If your device is not approved, your grant will not be reviewed or funded. Please see WCSD approved tablet/laptop list below.
3. **Grant limits per grant request are \$1,000 for 1 teacher and \$1,500 for 2+ teachers submitting the grant.**

WHAT TO POST

1. Be creative with your grant title.
2. Post an image of an item or all items of what you're requesting. This will help the grant reviewer have a visual idea of what you're requesting. (NOT REQUIRED)
3. Goal: Project Summary & Objectives

Clearly state grant objectives related to benchmarks, standards and the curriculum. Explain how this grant will benefit students academically. Define the desired outcomes of the grant.

What will the grant accomplish?

What NEED will be addressed and what change will result? (The need should be data-based, not simply your idea of something innovative to do.)

Grant Goals and Benchmarks/GLEs: The goal of your grant must be to improve achievement and provide educational enrichment. To get to that goal, you must address grade level expectations (GLES), benchmarks, etc.

Cite the primary benchmarks/GLES you intend to address

4. What will be done with students: Project Activities & Timeline

List the number of students that will be impacted this school year and an estimate of how many students will be impacted in the future as the item(s) are reused.

List activities linked to objectives for the proposed project not to exceed one page

You will need to outline the major activities that you plan to do and to provide evidence that you have an organized plan and timeline. This is your plan of attack! It is a good idea to write it out and then see how well someone unfamiliar with your idea understands it. That person can tell you what unanswered questions the reviewers might have after reading your proposal.

Who will be responsible for the activity?

When will the activity take place?

Where will the activity take place?

5. Benefit: Evaluation Plan

Provide a list and description of how the proposed project will be evaluated linked to the measurable objectives and include number of project participants (students, teachers) You must be prepared to evaluate your project. Note: test scores, grades, performance assessments, and survey results are keys to evaluating success. Student Observation alone is NO longer accepted as a tool to measure project success.

List the number of students that will be impacted this school year and an estimate of how many students will be impacted in the future as the item(s) are reused.

6. Items: Please list all items and their estimated cost.

Please review the prices with your bookkeeper, they may have a discount by purchasing through the District. If you are applying for computers or tablets they must be one of the 4 items below that are approved by the Walton County School District below:

Approved Devices	MPN:	OS	WCSD Cost
Lenovo 100e 81CY - Celeron N3350 / 1.1 GHz - 4 GB RAM - 64 GB eMMC - 11.6' 1366 x 768 (HD) - HD Graphics 500 - Wi-Fi, Bluetooth - black (NON TOUCHSCREEN)	EM1 882897.00 81CY000RUS	Win 10 Pro 64-bit	\$185
Lenovo 300e 81FY - Flip design - Celeron N3450 / 1.1 GHz - 4 GB RAM - 128 GB eMMC - 11.6' touchscreen 1366 x 768 (HD) - HD Graphics 500 - Wi-Fi, Bluetooth (TOUCHSCREEN)	EM1 882898.00 81FY000TUS	Win 10 Pro 64-bit	\$318
Lenovo 100e 81CY - Celeron N3350 / 1.1 GHz - 4 GB RAM - 128 GB eMMC - 11.6' 1366 x 768 (HD) - HD Graphics 500 - Wi-Fi, Bluetooth - black (NON TOUCHSCREEN)	EM1 883087.00 81CY0006US	Win 10 Pro 64-bit	\$267
Dell Latitude 3189 BTX 11.6in - Celeron N3350 - 4 GB RAM - 64 GB eMMC - 11.6" HD IPS 16:9 (1366 x 768) Touch with Corning® Gorilla® Glass NBT - Wireless-AC (TOUCHSCREEN)	300002860651 2.1	Win 10 Pro 64-bit	\$299
Apple-9.7-inch-iPad-Wi-Fi-tablet-128-GB - Space Grey	MR7J2LL/A	iOS	\$399

7. Budget Narrative:

List the items to be purchased again and any detail necessary to explain the items listed above.

You must repeat the items or the grant reviewer cannot see what you've requested. **This is a system glitch with Find It Fund It and must be done or your grant will not be reviewed.**

HOW TO POST

Follow these simple instructions to post classroom projects in need of funding:

- After login, you will be in your profile account.
- Please 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.
- If you change schools during the year, you will need to update your profile immediately. (If you do not make this change, your requests will be sent to the wrong principal for approval.)
- To create a new request, click on the Add A Grant Request button to start submitting your new projects using the on-screen instructions. We recommend that you write your request in Word so you can print and always have a copy for your records. Then, copy and paste your text into the request form.
- Once you submit your request, an email is sent to your principal asking them to approve it. Once they have issued approval along with the foundation, you will receive an email notification. Please remember that it is up to you to make sure your principal approves your projects. If you do not receive approval within a week or two, we recommend you speak with or email your principal.

WHAT HAPPENS ONCE YOU HIT SUBMIT

1. Your grant will be sent to your principal for approval.
2. The Walton Education Foundation will receive your grant for approval. Once approved by both your principal and the Walton Education Foundation your grant will be displayed online.
3. You will be notified if your Classroom Request is awarded or denied by the end of October.
4. Upon funding by an outside source and receipt of funds by Walton Education Foundation, a check will be written to your school. Then your school's bookkeeper who will establish an account specifically for your request's purpose.
5. You and your school's bookkeeper are responsible for keeping receipts and purchasing the items following Walton County School District Policies and Procedures.

BY SUBMITTING THIS GRANT REQUEST:

I understand any items purchased with these grant funds belong to the Walton County School District. These item(s) can follow the grant recipient if that recipient is transferred to a school within the Walton County School District. If the recipient no longer works for the Walton County School District these items belong to the school where the items were last used.

If these item(s) are a small attractive item (tablets, camera, etc) with a purchase value less than \$500.00 the Foundation will be required to maintain inventory of these items. An audit of the items will be conducted at least once a year. Items that are valued more than \$500.00 will require the school district to issue a property number and items will be added to your school's inventory list.

I understand that I am required to maintain records and complete a final report to document the success of this project. I

understand that a final report is due by the end of the school year 2019.

If you have any questions, please contact MH Carr at info@waltonedfoundation.org or call 850-692-9961.

THANK YOU for being a participant. We wish you the best of luck with your requests.

