



## Classroom Grant Program FINANCIAL POLICY

### Walton Education Foundation Steps

1. Walton Education Foundation and its Board of Directors approves the release of Classroom Grant funds to award grants based on scoring from the Grant Review Committee.
2. Email notifications are sent out to teachers and their admin and bookkeeper confirming the grant approval.
3. A single check is sent from Walton Education Foundation to each school campus for every grant awarded to that campus with the awarded number of grants and program in the memo line (WEF <SCHOOL> Classroom Grant <Number of Grants>) from Trustmark Bank bill pay system.

### Classroom Grant Recommended Recipient Steps

1. Deposit Check – CONGRATULATIONS TO YOUR TEAM!
2. **Receipts are due to Walton Education Foundation on or before February 15, 2026. All grant money must be spent according to the budget within the same school year.**
3. Create a grant account pursuant to WCSD protocols.
4. Teacher/Bookkeeper verify grant supplies approved through Walton County School District Technology Department if it is a device, tablet, or laptop. ***Any items not included on the 2025-26 Approved Device List cannot be purchased.***
5. Teacher submits items and prices to bookkeeper. If any items change from the original grant that was funded, please email [info@waltonedfoundation.org](mailto:info@waltonedfoundation.org) for approval for purchase.
6. Internal purchase practices should be followed at this point to purchase Grant Program Supplies.
7. Submit Requisitions or Purchase orders with supporting documentation (receipts, invoices, etc.) via email to [info@waltonedfoundation.org](mailto:info@waltonedfoundation.org) by February 15, 2026. If you do not plan to have your program supplies spent by this date, please contact Walton Education Foundation.
8. Do not plan to return funds to Walton Education Foundation. If \$19.99 or less remains in the account, please transfer to your School's General Fund at the end of the year or as indicated by internal practices.
9. **I understand that any items, materials or program supplies purchased with these grant funds belong to Walton Education Foundation and the Walton County School District.** Grant program supplies can follow the grant recipient if that recipient transfers 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. The items purchased are the property of the classroom and school they were purchased for and shall not be taken by the School District or anyone else without the permission of Walton Education Foundation.

### Classroom Grant Project Timeline

1. October 10, 2026 – Grant Application portal closes.
2. October 12, 2026 – Grant Applications are confirmed and prepared for review by the Grant Review Committee.



3. November 1, 2026 – Grants are awarded and funding checks mailed to campuses. Purchasing can begin upon receipt of funds.
4. February 15, 2026 – Grant Purchase Receipts and documentation due to Walton Education Foundation
5. April 30, 2026 – Final Reporting Due to Walton Education Foundation (completed by the lead teacher).

Questions? Need Help?

Call or Text Lindsey Harp, Executive Director, at 850-692-9961

## 2025 Classroom Grant Approved Device List

### Walton County School District IT

Staff Laptop	Dell Pro 16 16in-i5-16GB-256GB M.2-SSD	Touch	Win 11 64-Bit	\$799.17
Student Laptop	Dell Pro 14 14in-i3-8GB-256GB M.2-SSD	Touch	Win 11 64-Bit	\$716.43
Student Laptop	dynabook A40K14in-i3-8GB-256GB SSD	Touch	Win 11 64-Bit	\$Contact WCSD IT
Student Laptop	dynabook E11W-A Convertible N100-8GB	Touch	Win 11 64-Bit	\$410.00
This Laptop (Model EDU12U-00J008) Is Restricted to Kindergarten, 1 <sup>st</sup> Grade, & ESE Use ONLY!				
Other Devices				
Apple	iPad-11.0-inch- Wi-Fi-tablet-128-GB (with 2-Year AppleCare+)	Touch	iOS	\$388.00
Apple	iMac 24" M4 8-Core-16GB-512 GB SSD- GBic (with 3-Years of AppleCare+ for Schools)			\$1575.00
Cricut	Maker 4 + Everything Bundle (with extended 2-year protection plan)			\$536.99
				<a href="#">(Cricut Website * Teachers get 15% off)</a>
	4001dn LaserJet Mono-Printer			\$287.44
	4201dn LaserJet Color-Printer			\$457.05
MakerBot	Sketch 3D Printer With Classroom Accessories			\$2,380.74
Drones	Please contact the Technology Department to assist with selection and quotes.			Contact WCSD IT

All prices are based on obtained quotes and are subject to change due to market fluctuations after expiration.

**\*Please Note\*** This document is marked "draft" because a few prices need to be confirmed, BUT this document can be used for grant planning. Please confirm your device pricing with Rick Rothgeb prior to submitting your grant if no price is listed.

For assistance contact WCSD IT Rick Rothgeb at [Rick.Rothgeb@walton.k12.fl.us](mailto:Rick.Rothgeb@walton.k12.fl.us) or call at Ext. 1543.

For Classroom Grant questions, please call Lindsey Harp at 850-692-9961 OR email [Info@waltonedfoundation.org](mailto:Info@waltonedfoundation.org).