My Grants

Walton Education Foundation Classroom Grant Request

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Walton Education Foundation Classroom Grant Request

Walton Education Foundation, in partnership with the Consortium of Florida Education Foundations 'School District Education Foundation Matching Grant' program and private matched funds from local businesses, is proud to offer Walton County School District teachers the Classroom Grant Program.

Teachers are invited to submit their 2025 Classroom Grant Request through the Find It Fund It portal between Wednesday, September 10, 2025 and Friday, October 10, 2025. **Please make note of several NEW changes to project budgeting for 2025-26.** Walton Education Foundation is pleased to offer an increased grant application amount of $2,000; grants should be applied for in total amount of $500, $1,000, $1,500 or $2,000. Applying for a grant in the total amount of $500 or $1,000 should be led by one teacher to impact a classroom; and applying for a grant in the total amount of $1,500 requires two teachers and a grant in the total amount of $2,000 requires two teachers and should impact a department or campus. **Please direct questions to Lindsey at info@waltonedfoundation.org or call/text 850-692-9961.**

YOU MAY WANT TO PRINT THIS PAGE FOR REFERENCE AS YOU COMPLETE YOUR GRANT REQUEST/SUBMISSION.

AGREEMENT OF UNDERSTANDING & REQUIREMENTS FOR GRANT SUBMISSION

Upon the submission of this Classroom Grant Request, you agree and confirm your understanding of the below listed requirements for the Classroom Grant Program provided by Walton Education Foundation:

1. **I understand this Classroom Grant Request includes the purchase and use of materials or program supplies in compliance with school procedures, the Walton County School District policies, and state statutes for usage with my students.**
2. **I understand only one (1) grant may be submitted per teacher and will not copy and paste a grant and submit it multiple times by different teachers in my school.**
3. **I understand Classroom Grant budget amounts have been revised in 2025. Grants can be applied for in the total amount of $500 or $1,000 to impact a single classroom led by one teacher; and grants can be applied for in the amount of $1,500 requiring two teachers, or $2,000 requiring two teachers and departmental or campus impact.** Not following this financial requirement could result in the grant not being approved for funding.
4. **I understand all funds for my grant must be spent by February 15, 2026 and impact students in the 2025-26 school year.**
5. **I have read the "Financial Policy" and understand all grant purchases for my grant will be coordinated through myself, my school's bookkeeper and administrator.** A copy is on the Foundation website.
6. **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.
7. **I understand and will follow the timeline for grant submissions and deadlines for my grant's Final Reports. I understand that I am required to meet the following project deadlines, should my grant request be approved: I will spend my awarded Classroom Grant funds and submit receipts by February 15, 2026; I will submit two Final Reports by April 30, 2026: one via Google Forms, and one via the Find It Fund It. These reports will document the success of this project and its impact to students.** Directions for the two final reports will be shared by email from the Walton Education Foundation not later than January 15, 2026. Any questions or reasons requiring more time must be communicated to The Foundation.
8. **I understand all devices that connect to the Walton County School District's network must be approved by the technology department as listed in the "Approved WCSD Technology Device List."** If your device is not listed on this list, you must reachout to WCSD IT for review. If an unapproved device is requested, your grant will not be reviewed or funded.
9. **I understand if my grant items cannot be purchased due to availability or price change, an item may be substituted with approval by the Foundation and the school administrator.**
10. **I understand upon the funding approval of my Classroom Grant will lead to an exciting opportunity for my school and classroom and will share about this project via at least one social media post on my school's platform during the school year.** The post should include verbiage like, "With support from @waltonedfoundation, community private funding, and matched 1:1 dollars through the School District Education Foundation Matching Grant program, we are thrilled to share about the success of our <Grant Project Title> impact at <School Campus>." This post can include other 2025 Classroom Grants funded at your school and should tag Walton Education Foundation @waltonedfoundation

QUESTIONS? Call or email Lindsey at 850-692-9961, info@waltonedfoundation.org.

GET STARTED : Accessing and Navigating the Find It Fund It Portal
1. **Go to the Find It Fund It Walton website and create a new account or enter your Login** to access your existing account. You can use https://finditfunditflorida.com/walton/login/ or https://waltonedfoundation.org/classroom-grant-program/
2. **Go to www.waltonedfoundation.org/classroom-grants to review additional resources like a sample grant.**
3. **Please confirm you are aligned with the correct school, and your profile is accurate**. If you have changed schools within Walton County School District since the 2025 grant application period, please contact Walton Education Foundation before continuing. If you do not make this change, your requests will be sent to the wrong principal for approval.
4. Use your profile to navigate your activity, approval status, submitted projects, drafts, etc.
5. To create your Classroom Grant Request, click on **"Add A Grant Request"** button. You will see the Walton Education Foundation grant form. ***Pro Tip - We recommend you write your request in Word so you can seamlessly copy/paste your grant into FIFI and edit, correct grammar, and print a copy for your records.***
6. **NEW! Note the updates to funding. A budget must TOTAL one of the following amounts $500, $1,000, $1,500 or $2,000.**
7. **NEW! For the updated budget totals, note $500 or $1,000 are ideal for a single classroom led by one teacher; Budget totals of $1,500 or $2,000 are ideal for a department or campus and led by two teachers.**
8. You can **"Save as a Draft"** once you have completed each section to ensure your information is not lost.

9. By clicking **"Submit Request"** your grant request has been submitted.

10. Once you submit your request, an email is sent to your principal for their review and approval. Once they have issued approval, The Foundation will approve the request, and you will receive an email that your grant is pending. *Pro Tip - 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, we recommend you speak with or email your principal.*

WRITE YOUR REQUEST - Step-by-Step Directions to Write Your Grant Request

1. **DO NOT USE your school's name, mascot or identifying references in your grant**. Grants are scored anonymously and this could result in deducted points.

2. **Be creative with your grant title** and include an image related to your Classroom Grant Request. Volunteers from the community will be reading dozens of grant applications so allow your grant to catch their attention and engage their interest.

3. **Stay away from internal or educational terminology or reference of standards.** Explain your idea as if you're talking to someone who is unfamiliar with education and classroom management. DO include references to how you will connect your grant project to standards or outcomes.

4. In the "**Goal**" section, state a summary of your project and its objectives and keep your project anonymous. Where possible, tie your project goals to real results or outcomes and areas of improvement.

5. In the "**What will be done with my students**" section, share your project activities and timeline showing evidence of an organized plan and goal – your plan of attack. As you write, anticipate what questions a reviewer may ask after reading your project goals and activities. For example, "Who will be responsible for the activity," "When will the activity take place," and "What is unique about this activity?" Include how many teachers and students will be impacted by this grant request.

6. In the **"Benefit to my students"** section, provide a list and description of how the proposed project will be evaluated and linked to measurable objectives AND a summary of items you plan to purchase with the grant funds. Your measurable objective can be shared as your ***project's outcomes*** (changes/improvement in knowledge, behavior, skills, scores) and your ***project's outputs*** (direct products of your activities, e.g., number/value of supplies distributed e.g. 10 guitars, number of participants, etc.). 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. Include how you plan to evaluate your grant whether by using state testing as your benchmark, or grades or performance assessments. You may also use test scores, and survey results as keys to evaluating success.

7. **NEW!** In the **"Items"** section, please list the detail of each item to be purchased and its individual cost. Your grant items must total one of these amount $500, $1,000, $1,500 or $2,000. *If you are applying for a grant over $1,500 or $2,000 it must be led by two or more teachers and show department or campus impact.*

8. **If you need help reaching the total amount, add shipping and handling or another item related to your grant.**

9. In the **"Budget Narrative"** section, please list a summary of the items to be purchased AND a detail of ALL ITEMS and the estimated total cost of program supplies for your project. Please review the Budget Narrative with your bookkeeper prior to submitting as there may be an option for discount by purchasing through the District.

10. *If you are applying for computers or tablets, they must be included on the "Approved Device List" by the Walton County School District. If you are applying for curriculum items, they must meet policy guidelines for the State of Florida and Walton County School District.*

11. *Once you have completed each section, click* **"Submit Request"** *and your grant is complete and ready for review. If you're not ready, you can click* "**Save as Draft."**

FINAL STRETCH - Your Grant is Submitted, Now What?

1. Your grant will be sent to your principal for approval. Remember you need to follow-up with your principal to approve your grant or adjust your grant for approval.

2. Walton Education Foundation will be notified that your grant is ready for review. Our Review Committee will score the grant.

3. You will be notified if your Classroom Request is awarded or denied by October 31, 2025.

4. Walton Education Foundation will issue a check to your school. Then your school's bookkeeper 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. Receipts and reports will be shared with The Foundation in February and April.

6. If your grant application is not funded through this process, it can be posted on the portal website to be shared on social media and other ways for public funding.

QUESTIONS

If you have a question, please email Lindsey at info@waltonedfoundation.org or call/text 850-692-9961. *We realize the budget changes may present questions and are here to work with you to make your budget and project a success!*

THANK YOU for your creativity and interest in taking your classroom to the next level by seeking funds from our Classroom Grant Program. We wish you the best of luck!

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