



2310 New Beginnings Road,
Suite 118
Kissimmee, FL 34759

Phone: 407-870-4855
Fax: 407-343-8624
www.foundationosceola.org

**EDUCATION FOUNDATION – OSCEOLA COUNTY
MINI-GRANTS APPLICATION
FREQUENTLY ASKED QUESTIONS (FAQS)**

*(The following FAQs is a sample for mini-grant applications.
Refer to specific grant guidelines for each application.)*

• ***Who is eligible to apply?***

Osceola public/charter school, pre-kindergarten through post-secondary teachers, and all clubs, science labs, Saturday schools, and before-/after-school programs if the teaching is performed on school district property. The same group must be used consistently for the duration of the grant.

• ***What kinds of projects are eligible for support?***

Funding is available to implement innovative classroom projects that enhance instruction and enrich student experiences unless specified in the application guidelines.

• ***What kinds of projects are not eligible for support?***

Sports or athletic clubs

• ***What is the appropriate size of the target population?***

Minimum class size is acceptable. Examples may include one class of 24 students or 5 classes of 24 students each for a total of 120 students.

• ***How many projects may an applicant submit?***

Each applicant may submit only **one** project.

• ***May an applicant submit a project that received funding in a prior year?***

No. The Foundation will disqualify previously funded projects. Previous projects are listed on our website.

• ***May two (or more) applicants submit the same (or different parts of the same) project?***

No. The Foundation will disqualify duplications. Previous projects are listed on our website.

• ***What are the grant amounts?***

Refer to the grant guidelines.

• ***What is the project period?***

The Education Foundation will award grants for classroom projects to be implemented beginning the second semester of school and completed at the end of school. Refer to the application guidelines for specific dates.

• ***Where do teachers find information necessary to apply?***

All of the program details, guidelines, forms, and other pertinent information are located in the application packet, which is available in hardcopy, via email, and on the Foundation's intranet website. (Applicants should read carefully and follow instructions closely!)



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• ***When is the application deadline?***

Completed grant applications (the form with the proposal) are due in the Education Foundation's Grants Management Office **by the deadline date (See Application Timeline)**. The Foundation will NOT accept any late applications – no exceptions.

• ***Where should the teacher's name and school's name appear?***

Teachers should use specific names only on the application form. The specific school/teacher name should NOT appear at all in the proposal. (Applicants should use general terms like "the teacher" and "the school.") Failure to comply with this requirement will result in immediate disqualification.

• ***How do teachers submit applications?***

Applicants should complete and deliver applications (the form with the proposal) in person or by courier to the Education Foundation at 2310 New Beginnings Road, Suite 118, Kissimmee, FL 34744.

Applications must be submitted **by the deadline date (See Application Timeline)**. The Education Foundation will NOT accept any late, faxed, and/or emailed applications—NO exceptions.

• ***How do applicants receive award notification?***

The Foundation's official award notification letter will inform applicants of their project's funding status. Distribution of letters will occur on or about the date specified in the timeline. Applicants should NOT contact (via phone, email, etc.) the Foundation to inquire about their project's funding status.

• ***What if an applicant's situation changes after receiving an award?***

The awardee teacher's school **MUST** return funds to the Education Foundation if the awardee teacher changes to a non-eligible position, transfers to another school, or becomes otherwise unable to complete the project as awarded. The teacher shall notify the Education Foundation immediately.

• ***How should an applicant handle unexpended grant funds?***

The project period begins the second semester of school and is completed at the end of school. Applicants **MUST** return **ALL** unexpended funds with the final grant report to the Education Foundation.

• ***What are the grantees' responsibilities after receiving an award?***

Grantees **MUST** work with the bookkeeper to ensure placement of grant funds in a separate, appropriately marked internal account; implement the project activities and spend funds according to the originally submitted proposal/budget; keep complete and accurate records; and submit the project report form (that grantees receive in hardcopy with their award letter and via email for electronic completion) with supporting materials by the specified deadline. All materials are available on our website at www.foundationosceola.org.

• ***Whom should an applicant contact with questions?***

Program contacts include: Pam Ollis, ollisp@osceola.k12.fl.us; Kathy Carr, Education Foundation – Osceola County, (407) 870-4855, carrkw@osceola.k12.fl.us; and Jana Parpart, Education Foundation Grants Management Office, (407) 518-2925, parpartj@osceola.k12.fl.us.