

## BRIGHT IDEAS CLASSROOM GRANTS PROGRAM

### Grant Guidelines

*\*Please read through all sections before beginning your application.\**

Brevard Schools Foundation invites all Brevard County Public School teachers to apply for classroom grant funding to support initiatives and programs in support of improving instructional practice that align with the BPS Vision of Excellent Instruction (found in Additional Information section) and increasing student achievement. The intention of Brevard Schools Foundation is to encourage teachers to implement innovative projects in areas of need where school budgets fall short or tax dollars cannot be used.

These are competitive grants that will be awarded highest to lowest score in each category applied for - one per school - until the funding runs out, the objective being to award grants to as many schools as possible. If additional funding is available, it might be possible for more than one grant to be awarded to a school. All grants are contingent upon availability of funding.

These grants are funded in part by the sale and renewal of "Support Education" specialty license plates and through the generous sponsorship of many businesses and individual along with the support from the Legislature's State of Florida School District Education Foundation Matching Grant Program through the Consortium of Florida Education Foundations (CFEF). Brevard Schools Foundation is pleased to dedicate the funds to invest in young minds through these grants.

#### Instructions and Policies:

- Schools may submit multiple different projects; however, only one application per teacher may be submitted. For team, grade-level or schoolwide projects, one lead teacher must be designated as the grant contact and person responsible for reporting and outcomes.
- We invite you to view specific criteria of all sponsored grants in the Grant Opportunities – Description. Meeting sponsored grant criteria will improve your chances of receiving a grant.
- All applications will be reviewed by at least three reviewers and must indicate what specific outcomes will be measured. Reviewers will consider 1) Project Need (**10 pts.**), 2) Learning Plan Activities (**10 pts.**), 3) Timeline (**5 pts.**), 4) Project Evaluation (**10 pts.**), 5) Alignment with School Improvement Plan (**5 pts.**), 6) Budget (**10 pts.**).
- Reviews will score application on a maximum of 50 points for the required sections. Applications scoring below 35 points may not be considered for funding. Preference will be given to applicants that have not already received funding in the past year. The recommendations for funding are brought for final approval to the Foundation's Board of Directors.
- **Any projects involving curriculum or content should be standards-aligned.**
- Per FDOE guidelines, projects teaching Critical Race Theory are not allowed. [Here](#) is the actual State Board of Education Amendment that mentions CRT for your reference and here are links to Florida's standards: BEST Standards in [Mathematics](#), [ELA](#); and [Next Generation Sunshine State Standards for Science](#).
- Grant recipients from the 2023-2024 academic year must have submitted a final evaluation to be eligible to apply for the 2024-2025 academic year. Failure to meet reporting requirements from the previous school year will make a teacher ineligible to receive a grant in the current school year.

## **Grant Reporting and Fiscal Documentation:**

- The Foundation will provide your bookkeeper with a copy of your grant award letter. You should provide them with a copy of these grant instructions. These are also available on our website [brevardschoolsfoundation.org](http://brevardschoolsfoundation.org) under the Programs button, then Bright Ideas Grants in the drop down menu.
- All grant funds received and deposited into a school's internal accounts must be administered following Internal Accounts Procedures as the highest level of authority for purchasing and accounting processes. All Internal Accounts policies are to be followed and grant language does not supersede those procedures. Grantees should review their proposed budget and source of purchases with their school bookkeeper to ensure that you are following the policy. If your bookkeeper has questions about technology purchases, these can be directed to Wil Henzmann, [Henzmann.William@Brevardschools.org](mailto:Henzmann.William@Brevardschools.org) or 633-1000 ext. 11623.
- Grant funds and the materials/equipment they purchase must remain at the school where they are received. Any technology equipment purchased with the grant must be tracked and inventoried according to Brevard Public Schools Policies and Procedures.
- Unspent funds must be returned to the Foundation. When you accept a grant award, you are expected to carry out the project. If there are changes preventing grant implementation, you must notify the Foundation and return the funds within 30 days.
- Non-allowable expenditures include general administrative expenses, food/beverage/entertainment, support of interscholastic athletics, capital improvements, decorative items, awards/incentives, fundraising, pre-award costs, PDAs/cell phones.
- Documentation must be submitted with your final report showing how you spent the funds. Examples of acceptable documentation include: paid detailed invoices/receipts and copy of the check, bank statements, and/or procurement documentation.

## **Additional information:**

### **Bright Ideas Classroom Grants: November 1, 2024 - May 23, 2025**

- Grant recipients are expected to be notified and checks issued by late October.
- **Timeline:**
  - Nov. 1, 2024 – May 23, 2025                      Project period
  - **January 31, 2025**                                      **Mid-Year Progress Check Due**
  - **Friday, May 23, 2025**                                **Final project reports due**

Questions? Contact Linda Filippini at [filippini.linda@brevardschools.org](mailto:filippini.linda@brevardschools.org)