

SREF Teacher Grant Application

Due by 3 pm, September 8th.

District E-mail *

example@santarosa.k12.fl.us

School Site *

Principal/Site Admin Name *

Last Name

First Name

EXAMPLE ONLY

Principal/Admin E-mail *

example@santarosa.k12.fl.us

School Site Bookkeeper Name *

Last Name

First Name

School Site Bookkeeper E-mail *

example@santarosa.k12.fl.us

Save the Date

All 25-26 Teacher Grant recipients will be honored and awarded grant money at the SREF Grant Reception held at 5 pm on TBA at The Pointe at Tiger Pointe Country Club. We request that all recipients attend unless there are extenuating circumstances. When date is announced, please add this date to your calendar in case

grant is awarded.

Santa Rosa Education Foundation Teacher Grant Guidelines

APPLICATION GUIDELINES

All Teacher Grant requests must total \$1000.

Only one grant request may be submitted per teacher.

Only one teacher may be listed per submitted application. The grant might benefit an entire grade level, but the grant must be submitted by one teacher. The applying teacher will indicate on the first page of the application approximately how many teachers and students will be involved in the project.

Identical projects will not be funded.

There are four separate applications for funding: Career/Technical Education*, Literacy, Artistic Literacy (engagement in art/music/performance activities), and STEM Education. Choose which of these applications best match your project.

**Career/Technical Education should be selected only by teachers preparing students for career/technical certification(s) and the grant project must assist students toward these certifications.*

Grant recipients will be honored at the Annual Grant Reception held on TBA at 5 pm. Grant checks will be distributed there.

FUNDS/BUDGET

Funds for your project must not be available through the regular school budget. Projects should directly involve students and must be completed in time to submit the final evaluation to SREF by April 21, 2026.

Grant funds may not be used for drones, field trips, food, decorations, awards of any kind (plaques, trophies, medals, student incentives), refrigerators, ovens, or microwaves.

Your projected budget must include an itemized list of purchases by category. Example: You may list "classroom books", you don't have to list each individual title.

Grant money may not be used to pay for substitute teachers or to attend workshops, conferences, or conventions.

Grant recipients must maintain records of grant budgets and expenditures, including copies of receipts. This task is not the responsibility of the bookkeeper.

PURCHASING SUPPLIES

Grants for technology (flash drives, external hard drives, digital cameras, document cameras, iPads, etc.) are eligible for funding. All technology must meet SRSD technology guidelines.

All tangible items purchased with Teacher Grant money become the property of the Santa Rosa School District. These items will be tracked/inventoried according to SRSD policy. If a teacher moves to another school within the district, the teacher will be responsible for completing a SRSD inventory "Transfer from School to School" form to be signed by the principal losing the items and the principal gaining the items. This form must then be filed with SRSD Property Control.

Please contact us ASAP if you have remaining funds or a change in budgetary items. Our goal is to expend all funds.

VIRTUAL COMPLETION

In the event school is to become virtual at any time, you are responsible for completing your project and turning in required documentation. Please have plan in place for virtual completion For example: using Teams or a check out system. Projects that are unable to be completed virtually will not be considered.

GRANT DELIVERABLES

Your Teacher Grant project must be completed with documentation of student achievement by April 21st.

Grant Evaluation Report information will be sent in February via email.

Grant recipients must complete their project and submit the final evaluation no later than April 21st that includes the following:

- Final expense report
- Legible receipts or invoices marked as paid that match your final expense report.
- Project summary
- Photos depicting student engagement within the program/project,
- A 20 second video (with releases) of your grant project in action or students stating how the project impacted them.
- Data Report Outcomes

Pre & Post surveys and/or scores must be completed by the same group of students. For example if your pre-test includes 25 students, your post-test/survey data should only reflect those same 25 students. If a student did not complete both data points, do not include their data in the final report.

Failure to submit this report on time will automatically exclude the recipient from future Teacher Grant cycles. Unused grant funds must be reimbursed to the Santa Rosa Education Foundation by April 21, 2026.

Grant Project Title *

Grant Type *

- ☐ Artistic Literacy
- ☐ Career/Technical
- ☐ Literacy
- ☐ STEM Education

EXAMPLE ONLY

Artistic Literacy: Which of these options will you use to measure student achievement? You must select at least one and include documentation in your final evaluation.

- ☐ Number of participants who improved targeted artistic content area grade(s)
- ☐ Pre and Post Student Surveys measuring attitudes towards targeted artistic content area.

Career & Tech Grant: Which of these options will you use to measure student achievement? You must select at least one and include documentation in your final evaluation.

- ☐ Number of students making progress toward completion of certification(s)
- ☐ Number of students that completed certification(s)

Literacy Grant: Which of these options will you use to measure student achievement? You must select at least one and include documentation in your final evaluation.

- ☐ Number of participants who improved classroom reading grade(s)
- ☐ Number of participants who improved classroom writing grade(s)
- ☐ Number of participants who increased achievement in Accelerated Reader levels/Star scores
- ☐ Number of participants who increased achievement in Lexile levels

Number of participants who improved ELA Progress Monitoring score(s)

STEM GRANT: Which of these options will you use to measure student achievement? You must select at least one and include documentation in your final evaluation.

- ☐ Pre and Post Student Surveys measuring attitudes toward STEM education
- ☐ Pre and Post Student Surveys measuring attitudes toward STEM career fields
- ☐ Number of participants who improved math Progress Monitoring score(s)
- ☐ Number of participants who improved classroom science grade(s)
- ☐ Number of participants who improved classroom math grade(s)

Number of teachers you plan to involve, including yourself *

Number of students you plan to involve *

What grade level(s) does your grant project target? *

- | | | | |
|--------------------------------|-------------------------------|------------------------------|-------------------------------|
| <input type="checkbox"/> Pre-K | <input type="checkbox"/> K | <input type="checkbox"/> 1st | <input type="checkbox"/> 2nd |
| <input type="checkbox"/> 3rd | <input type="checkbox"/> 4th | <input type="checkbox"/> 5th | <input type="checkbox"/> 6th |
| <input type="checkbox"/> 7th | <input type="checkbox"/> 8th | <input type="checkbox"/> 9th | <input type="checkbox"/> 10th |
| <input type="checkbox"/> 11th | <input type="checkbox"/> 12th | | |

EXAMPLE ONLY

Give a brief overview of your grant project (50 words or less): *

The brief overview is your elevator speech—a short, compelling summary that "sells" your idea. Use a paragraph or two to explain what your project is, why it matters, and the impact it will have.

How does your project improve students' educational experience? *

What do unique experiences or learning opportunities does your project provide for students that they wouldn't typically receive in the classroom?

Timeline: Provide a brief estimated timeline for the implementation of this project. Include

expected dates of project launch, pre- and post- assessment & implementation. Funds will be dispersed at the November Grant Reception. *

Content Area(s) Addressed: Please list all that apply e.g., geography, science, math, literacy, etc. *

Academic Standard(s): Which Florida Standard(s) does this lesson address? *

EXAMPLE ONLY

Abstract: Description of grant project. *

The summary is a more technical summary of your grant project proposal.

Materials: What supplies, equipment, software, will you need for this lesson? Be sure to include any materials you plan to purchase in your proposed budget below. *

Instructional Procedure: Provide step-by-step activities with enough detail that another teacher could duplicate this lesson. *

Budget Items MUST equal \$1000.

	Total \$ Requested	Itemized List of Materials or Items to be purchased
Postage and Shipping	<input type="text"/>	<input type="text"/>
Travel (Ex: Payment of travel for an author to visit school, no field trips)	<input type="text"/>	<input type="text"/>
Project Supplies (books, sheet music, clay, supplies to implement grant- NO food items, awards or incentives, refrigerators, or microwaves)	<input type="text"/>	<input type="text"/>
Tech Software (Any technology program/app purchased must meet district technology guidelines)	<input type="text"/>	<input type="text"/>
Tech Hardware (Any technology purchased must meet district technology guidelines)	<input type="text"/>	<input type="text"/>
Other Equipment - Not Computers/drones (listening centers, CD players, cameras, musical instruments, band/choral equipment, etc.) No refrigerators or microwaves.	<input type="text"/>	<input type="text"/>
Printing (student generated programs, copy music, brochures, etc.)	<input type="text"/>	<input type="text"/>
TOTAL: Add together all amounts and input here. Should equal \$1000.		
*If more than \$1000, please include explanation of how this will be paid in the next section. If your total is less than \$1000, please add additional items.	<input type="text"/>	<input type="text"/>

Submit

*If your total budget is MORE THAN \$1000, please explain how this will be paid.

EXAMPLE ONLY