Classroom Grants

Find It Fund It

Grant Portal User Guide
2019 - 2020
Here’s your **step-by-step guide** for creating/updating a new user profile and posting grant requests!

Champions For Learning is committed to connecting the community with educators in ways that foster collaboration and the sharing of best practices.

Please contact Amy Snyder at [asnyder@championsforlearning.org](mailto:asnyder@championsforlearning.org) or 643-4755 with any questions.
Posting Deadline

Teachers can post requests for community consideration throughout the school year, but to be considered for dollars from the Classroom Grants Fund, requests must be posted by Monday, September 9, 2019.

Requests after the deadline may be funded by interested community members.

The grant portal will CLOSE for all new grant postings and funding on Friday, March 27, 2020.
New Users – create a profile

Existing Users – update your information or reset your password

Post a Classroom Grant Request

Upload an Outcome Report
Accessing the *Classroom Grants/ Find It Fund It* Grant Portal
Accessing the Grant Portal

Please go to our website: [www.ChampionsForLearning.org](http://www.ChampionsForLearning.org)

Click on the **Apple – Educators & Schools** (indicated by the blue arrow below). Or, **if you are an existing user** and would like to get there more directly, click the blue Apply button in the top right corner.
The next screen that will appear is the **Educators & Schools** tab.

In the first box “Classroom Grants”, click the white “Learn More Button”
Accessing the Grant Portal

This will bring you to the **Classroom Grants** page. Click on the blue button “Teachers: Post A Request”

The **Classroom Grant/Fund It, Fund It** online portal allows teachers to request classroom grants that will come directly from the community to create innovative learning experiences for their students. Champions For Learning funds these great ideas through the proceeds from the specialty Florida Educational License Plate along with contributions from clubs, organizations, business, and through individuals in the community who view and fund grants for which they have an interest. One-hundred percent of these contributions go directly into the classroom for teachers to use with his or her students immediately.

The classroom grant portal is currently closed. The portal will reopen for teachers the first week of July 2019. Community members interested in learning more about funding classroom grants, please contact Jason Kurek at jkurek@championsforlearning.org.

The Road to Support Education Begins Here!
Join the Florida Education License Plate Program

[Image of Florida Education License Plate]
This is the Find It Fund It Classroom Grant Portal landing page. From this page you can either log in, if you are an existing user, or register as a new user (see the options indicated by the blue arrow below).
Existing User Portal Login

Get busy writing!
Enter your **official school email address** that is attached to your profile, followed by your own **unique password**.
NOTE: If you change schools, remember to update your profile!
Creating a New User Login

Welcome!
Creating a New User

From the **Classroom Grant/Find It Fund It Portal** landing page, click on the word “Registration” (as indicated by the green arrow below).
Creating a New User

At the top of the page there is an information box that indicates that the registration form is for **TEACHERS ONLY**.

Donors and principals require separate registrations.
Creating a New User

**Required Information**
- First Name
- Last Name
- School Name - Choose from the drop-down menu
- Official School Email Address – no personal e-mails
- Email Address Again
- Phone

**User Account**
- Choose A Password
- Type Password Again

Once you have completed all the information, select the grey **SUBMIT** button on the bottom of the page (indicated by the red arrow).
Congratulations!

Upon completion of the screen you will receive the following message screen.

You’ll then receive an email from **Find It Fund It Florida** that will look like the message below. Once you receive the email, you are ready to log into your account and get started!

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**From:** Find It Fund It Florida [mailto:noreply@finditfunditflorida.com]
**Sent:** Wednesday, June 14, 2017 1:32 PM
**To:** Kimberly Komorny
**Subject:** Welcome to Connect With A Classroom

Thank you for joining Connect With a Classroom--Find It, Fund It Florida! You can log in to the website to access your fulfilled grants and update your contact information.
Explore the Site
What should I do? Where should I go?

Search for different grants.
(Search grants)

Has my grant been funded?
(Fulfilled grants)

What are other counties doing?
(More about Find It Fund It Florida)

Work in my profile.
(My Profile)
My Grants

Create a New Grant - Click the "Add A Grant Request" button to the right.

Begin adding grants using the box above.
# My Grants Screen

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### Example B – Existing User

![Suncoast Credit Union Logo](image)

<table>
<thead>
<tr>
<th>Date Created</th>
<th>Title</th>
<th>School</th>
<th>Cost</th>
<th>Grant Status</th>
<th>Impact to My Classroom Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 15, 2003</td>
<td>Reach Out and Touch</td>
<td>East Naples Middle</td>
<td>$670.00</td>
<td>Archived</td>
<td>edit</td>
</tr>
<tr>
<td>Sep 22, 2005</td>
<td>If We Build It, They Will Come</td>
<td>East Naples Middle</td>
<td>$812.00</td>
<td>Archived</td>
<td>edit</td>
</tr>
<tr>
<td>Oct 8, 2005</td>
<td>If You Can Imagine It, You Can Do It!</td>
<td>East Naples Middle</td>
<td>$580.00</td>
<td>Archived</td>
<td>delete</td>
</tr>
</tbody>
</table>
Search Grants –
Click on “Search Grants” and the following screen will appear, allowing you to search by any of the criteria in the boxes provided.
**Fulfilled Grants** –
Click on the “Fulfilled Grants” and a list will appear with grants that have already been funded.

This feature allows you to investigate great ideas and practices from teachers around the county.
My Profile –
This is where user profile information is stored:
• First Name, Last Name, School, Email Address, Phone Number
You can change any of your information directly from this screen.

This is also where you can reset your password.

The grey **SUBMIT** button must be selected to save the changes that you make (see next slide).
My Profile

Required Information

First Name: Kimberly
Last Name: Komorny
School(s): Please select all schools where you currently teach:
- Administrative Center
- Alternative Schools
- Avalon Elementary
- Barron Collier High
- Big Cypress Elementary

Email Address: kkomorny@championsforlearning.org

Only email addresses ending in @ccas.org, @fbalions.org, @ccanaples.com, @collierschools.com, @cedarmontessori.org,
@collier.k12.fl.us, @vsnaples.org, @rcma.org, @seseton.org, @pacecenter.org, @communityschoolnaples.org, @etann.net,
@educationforcollie.org, @edenaautism.org, @nccanaples.com, @naplesmontessori.org, @sjceltics.org, @floridaconference.com,
@nicaeacademy.com, @ilagrad.com, @avemana.edu, @royalpalmacademy.com, @seacrest.org, @sbcnaples.com,
@championsforlearning.org are accepted.

Phone: 2396434755

Update Password

New Password: 
Type New Password Again: 

SUBMIT
Log Out –

Selecting this will sign you out of the system. It then will default to the Log In Screen.
Writing a new grant request
(…it’s not that hard!)
What to know before you get started

Technology Requests

Know what your school/district supports!

Chromebooks and Kindle Fire are NOT supported through CCPS technology.

For CCPS, all mobile devices (such as I-pads and I-pods) need to be covered by the Air Watch security and monitoring system, at a one-time fee of $50 per device. Find out how this is being covered at your school and include that information in the Budget Narrative.

If requesting software (apps and computer programs), make sure it’s approved through CCPS.

Check with your Building Technology Coordinator if you have any questions on devices and software.

Field Trip Requests

Make sure you know all the details related to booking your experience: date change and/or cancellation policies, other funding sources (Title 1), etc.
Submit a request to **Find It Fund It** through one of these avenues:
- Add a Grant Request (Slides 31 – 34)
- Archived Grants (covered on Slide 35)

Click on the grey **ADD A GRANT REQUEST** button, indicated by the red arrow below. This starts the process of entering a **new grant request**.
READ THE INSTRUCTIONS. If you have any questions or don’t understand any parts of the instructions, contact Amy Snyder at Champions For Learning, Asnyder@ChampionsForLearning.org or 239-643-4755.

Upon reading the information, click on the “Continue” link at the bottom or top of the page, indicated here with a red arrows.
Submit a Grant Request

The next few slides will walk you through the entire screen in sections. Notes to start:

• Classroom grant requests **may not exceed $2,000.00**

• **Save your changes often.** You may save the grant as a draft until it has been finalized to submit for approval. Click on the grey **SAVE AS A DRAFT** button, indicated by the red arrow below.
Starting the Request

My Grants

Add Classroom Request

Save your changes often. You may save the grant as a draft until it has been finalized to submit for approval.

Teacher: Kimberly Komorny

Additional Teacher(s):

School: Administrative Center

Grade:

Subject:

Request Title:

Number of Students Impacted:

Image: [no image or upload custom image]

Drop-down menus. **New Subjects** have been added – read carefully!

Use a creative title that **hooks your readers**!

**How many students** will be impacted by your project?

The use of images is **highly recommended**. (5 MB max; jpg only; 200 pixels wide)
Stating Your Case

Make sure your goal(s) is **clearly stated** and **supported by details**. You are writing for the community, so refrain from using “educational jargon” or unexplained acronyms.

Be **specific and descriptive** about what will be done with your students. **Give a simple timeline**; one-time activity or on-going; **connect to learning standards and benchmarks**.

Clearly define your outcomes and potential replication in your classroom, across the curricula, or throughout the district. How many students and/or teachers will benefit?
A budget that makes sense

List the specific items or services to be purchased and their cost. Do your research to find the best deal and increase your likelihood of being funded.

You do not need to list the same item multiple times at the same cost. For example, if you are purchasing 20 sets of headphones for $5.95 each, you can write “20 sets of headphones for $5.95 each” in the “Item” section and the total of $119 in the “Cost” section. Make sure to include the tax and/or shipping charges.

Provide any additional information that will help the committee understand your budget items.

Proofread, proofread, proofread… then submit!
Updating a Previous Request

The second way to add a grant to the portal is through a grant you have previously written and is now Archived. You can Copy to New Draft, update any information and submit. As simple as 1-2-3!
Updating a Previous Request

This feature will bring forward all the same information from the previous grant. This screen will allow you to edit any of the information that you would like or leave it completely the same. You would follow the same steps as previously outlined. You can “SAVE AS A DRAFT” or “SUBMIT REQUEST” from this screen.
Spreading the word about your grant request

Explore It - Defend It - Invent It - Test It

Goal
To establish a zone where students can explore, invent, design, create and try to figure things out.
Explore - try it out
Defend - discuss your reasoning
Invent - put it together
Test - does it work?

Share your request with your students’ parents, PTO/PTA, friends and family via Social Media and e-mail!
Once you click the **SUBMIT REQUEST** button – a summary will appear on your screen similar to the one below.

**Grant Status** –
This will change as the grant goes through the process.

**First Grant Status is “Pending”:**
This means that the grant has been submitted to your principal for approval.

**Second Grant Status is “In Review”** –
Upon approval from your principal, the grant status will change from **PENDING** to **IN REVIEW**.
*Please check your status on your grant. If after a week it the status still reads **PENDING** – contact your principal.*

An email is sent to Champions For Learning that your principal has approved your grant to be posed on the site.

Champions For Learning reviews the grant and verifies the numbers are correct and then will approve the grant for posting in the site for funding opportunities.
The next status is APPROVED or DENIED. During this process you will receive email notification and the next steps to follow, based on the status.

"Approved"

APPROVED means that it is cleared for POSTING to the site for funders to view your grant request.

(This does not mean it is funded!)

"Denied"

DENIED means that either your principal or Champions For Learning has not cleared the grant for POSTING. Check with your principal first, then contact Amy Snyder at Champions For Learning for clarification.
Funding Status
“Fund This Project”

FUND THIS PROJECT means that the grant is available for funders to support the grant request. The 0% Funded above the Amount Needed indicates the percentage that has been raised toward the project.

“Partially Fulfilled”

PARTIALLY FULLFILLED means that the grant has received a portion of the funds requested. A grant can be supported by one or more donors and all donors will be listed as they contribute toward the project.

“Fulfilled”

When the message “Thank you to the following investor for funding this grant” appears, then the grant is fully funded!

0% Funded

Only $10.00 Needed

FUND THIS PROJECT

50% Funded

Only $5.00 Needed

FUND THIS PROJECT

100% Funded

Only $0.00 Needed

FUND THIS PROJECT
Uploading Your Outcome Report
Uploading Your Outcome Report

When the time comes to post the results of the project in your classroom, there are just a few simple steps for you to follow. **All Outcome Reports are required to be submitted electronically.**

**Recommendation:** complete your Outcome Report and Expense Form as soon as you’ve completed the project. This avoids confusion at the end of the year with lost receipts, outdated information, etc.

Login to your account and pull up your grant. On the same line as the goal, right under the Grant Status box you will find, **Impact to My Classroom** (indicated below with the red arrow).
Uploading Your Outcome Report

Bubble Factory

Grant investors will be automatically notified when this page is submitted. Please enter information below to show the impact and results of this grant on your students. We encourage you to upload photos if available. Impact to My Classroom will be posted along with your original grant information on the Fulfilled Grants page. All investors for your grant will be notified via email when the page is initially saved, allowing them to view the result of their donations.

Impact to My Classroom

# of Students Impacted:

Outcomes:

Your outcome narrative will be viewable to your donor(s), the public, and other teachers. Be clear, descriptive and enthusiastic about the impact in your classroom.

If you have a video to share, include the link here!
Uploading Your Outcome Report

Photos

You may upload up to six photos. (5 MB maximum each; .jpg file only)

Photo 1: [Choose File] No file chosen

caption:

Photo 2: [Choose File] No file chosen

caption:

Photo 3: [Choose File] No file chosen

caption:

Photo 4: [Choose File] No file chosen

caption:

Photo 5: [Choose File] No file chosen

Picture help tell the story!
Include up to 6 images (5 MB each, .jpg only).
You must SUBMIT the Outcome Report before you can SAVE it. Don’t forget to SAVE it, or it will not be available on-line.
Your Outcome Report is now “live” on the site!

My Grants

Create a New Grant - Click the "Add A Grant Request" button to the right.

Edit a Grant - Only drafts may be edited. Click anywhere in the grant row below or the "edit" link at the end of the row to access the grant edit screen. Contact your principal to make any changes to grants submitted for approval.

Copy a Grant - Grants that have been submitted for approval or have already been approved may be copied to new drafts. To copy a grant, select the grant in the list below and then click the Copy To New Draft link in the Grant Status box.

Delete a Grant - Only drafts may be deleted. Select the "delete" link at the end of the row. Contact your principal to delete grants that have already been submitted for approval.

<table>
<thead>
<tr>
<th>Date Created</th>
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<th>School</th>
<th>Cost</th>
<th>Grant Status</th>
<th>Impact to My Classroom Complete</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 27, 2017</td>
<td>Bubble Factory</td>
<td>Administrative Center</td>
<td>$10.00</td>
<td>Approved</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Outcome Report - Financials

Don’t forget to account for your expenses. All receipts can be scanned and e-mailed to Champions For Learning, along with your grant expense form.

IMPORTANT!!!

1. Do not include items unrelated to your grant on the receipts.

2. Make sure your receipt total matches the total you list on the reporting form.

3. If you categorized the items, make sure the receipts are labeled with the correct category.
Thank You Notes

Don’t forget to thank your donor for making your grant project possible. The note(s) can be sent either when you receive the grant or when your project is complete.

Send the note(s) to Champions For Learning and we will forward it on to the donor.
Let’s Get to Work!

www.ChampionsForLearning.org