



2023-24 Reflection and Reporting Requirements

Congratulations on your BIG idea! The Fayette Education Foundation is thrilled to support you in your quest for equity and excellence in your classroom and beyond. Our goal is to retrieve data that will help us report to the community and donors on their investment in our students.

The monies will be released to the district office by August 18, 2023 and you will be instructed by Angela Roberts on how to proceed in setting up your budget in MUNIS. ***The Foundation can purchase your item(s) if you would like to bypass the district office. Please let Carrie Boling know by Friday, August 11. Call or email c.boling@fayettefoundation.org or 859-489-3805. *As soon as you let us know that we will be purchasing, we can start purchasing!***

We ask three things of you in return:

1. Gratitude video due August 31, 2023
2. Progress PHOTOS showing how the grant has been used (videos are fine as well but not required) due between September 2023 and March 2024
3. Reflection/Report due May 1, 2024

VIDEO REQUIREMENTS

As a part of your grant award, we would like to keep our stakeholders aware of your success! Communication is the key to our equity and excellence mission to continue. We need YOUR help. We ask that you provide one video snippet for use during Foundation events, on our social media and website.

- Authentic footage is best
- Funny is forever- it shouldn't be perfect - just real

GRATIUDE VIDEO (due Thursday, August 31, 2023)

Maximum 30 seconds long

Hold your phone long ways so the screen is wider than tall

INCLUDE:

- Your name
- Your school
- Description of what the grant will be used for
- What it means to you and your group personally
- What you hope to accomplish with the grant money
- Say thank you (use your own words – grants were made possible through donations from individuals and businesses). Please try to mention The Fayette Education Foundation and any donors we share with you

Don't over think it just show your excitement and have FUN in your video. It's so important for us to show all our educators what they too can accomplish through the Foundation.

Submit to c.boling@fayettefoundation.org or text to 859-489-3805.

PROGRESS PHOTOS (due between September and March – once your program is up and running. We will send reminders.)

No maximum amount

Share photos of program at work or equipment in use. If any students are shown, make sure they have given permission to FCPS to use their likeness.

We want to see your successes and progress. Show us your story and what you purchased. It's up to you just make sure your name, school and project are mentioned when you send them our way.

Submit to c.boling@fayettefoundation.org or text to 859-489-3805.

REFLECTION/REPORT

Beginning in March 2023, we will begin asking for reflection and reporting. **The final report is due May 1**, but you can submit information **anytime between January 1 and May 1**. Links to the report form will be available at fayettefoundation.org/bright-ideas-grants-program/

You will be asked to reflect on the following points in the final report.

- How was the project implemented?
- What data was included? (Include data)
- Explained what the data showed. Did the data show what was expected?
- Describe the impact the project had on the school/students. Did you meet your objectives?
- What would you change? Why?