LOCKHEED MARTIN

2021-2022 STEM Classroom Grants
Grant Winners Frequently Asked Questions

To whom do I send a thank you letter?

Thank you notes are required and sent to: Hannah B. Stone, Community Relations Philanthropic Giving Lead, Missiles and Fire Control, Lockheed Martin Corporation, P.O. Box 650003, PT-42, Dallas, TX 75265.

Please acknowledge the **Foundation for Orange County Public Schools** and **Lockheed Martin Corporation** in ALL communications relating to this grant award and send the Foundation copies of media coverage, social media and photos.

How do I get the money to purchase the supplies and materials?

Grant funds are given to your school. Please work with your principal and bookkeeper to purchase budgeted grant items. Supplies, materials and equipment purchased with grant funds do NOT become the personal property of the grantee; however, supplies, materials and equipment can travel from school to school with the grantee. Upon resignation or retirement, the supplies, materials and/or equipment become the property of the OCPS school where last held.

Remember technology devices purchased through this grant remain the Foundation's property and ALL device technology (computer, laptop, etc.) **MUST** be purchased through IBuy policy and procedures.

If you are unable to purchase the supplies, materials and/or equipment in your approved grant budget, you **MUST** get approval from the Foundation to modify your budget **PRIOR** to ordering /purchasing replacement items.

Why do I need to keep copies of my receipts and payment documents?

Obtain copies of your invoices/receipts as this information must be submitted to your assigned Google drive and recorded on the expense summary report. You will need copies of your invoices and payment documents for 100% of your expenditures.

What is the deadline to spend grant funds?

All grant funds MUST be spent by **January 11, 2022**. Complete the **Expense Summary Report and upload copies of receipts** are due in your assigned Google drive by **January 26, 2022.**

Any unspent grant monies **MUST** be returned payable to the Foundation for OCPS when submitting the Grant Expense Summary Report and supporting documents.

How do I "wrap-up" the grant process at the end of the school year?

You are required to submit an online final evaluation to the Foundation for OCPS by **April 26, 2022**. Be prepared to report on the number of participating students in each of the following categories: minority (non-white), Hispanic and female/male. Your evaluation must also include:

- Number of high-school students participating in your project who indicate they gained new knowledge and skills in engineering, computational science or cybersecurity as measured by a student survey.
- Number of high-school students participating in your project who indicate they have an increased interest in engineering, computational science and cybersecurity topics and careers as measured by a student survey.
- Percent of high-school students participating in your project who represent those who are traditionally underrepresented in STEM fields, including women, racial and ethnic minorities or low-income students.
- Number of Lockheed Martin volunteers who brought real-world, relevant experience to your project.
- Other project-specific results.

Teachers who fail to submit an evaluation will forfeit their grant award and be ineligible to apply for future Foundation for OCPS grants.

I have questions regarding the above, whom do I contact?

Call the Foundation office at 407-317-3261.