

FALL 2022

Classroom Learning and School Supplies (CLASS) Grant 2.0 FAQs:

\$6M Available for Classroom Materials

On October 20, 2022, the Oklahoma State Department of Education (OSDE) announced a second \$6M grant in collaboration with a national nonprofit, [DonorsChoose](#). The grant is funded with \$6M of the state's ESSER allocation.

OSDE would like to extend our gratitude to teachers for sharing their feedback in a survey following the first CLASS Grant opportunity. We are elated to announce a second DonorsChoose Grant will be available in three waves on **November 1, 2, and 3, 2022**.

Oklahoma's campaign will launch over three days: Tuesday, Nov. 1, Wednesday, Nov. 2, and Thursday, Nov. 3 with three proportional funding amounts based on the number of teachers in each region, \$6 million in total. This will ensure teachers in all regions of our state have equitable access and opportunity to apply.

Teachers whose school district area code is 580 will be eligible to apply for project funding beginning at 4 p.m. CST on Tuesday, November 1. The Code **OKLAHOMA580** will remain open until their designated amount of \$1,395,600.00 has been expended. To apply for grants on November 1, the teacher's school district area code must be 580.

Teachers whose school district area code is 918 will be eligible to apply for project funding beginning 4 p.m. CST Wednesday, November 2. The Code **OKLAHOMA918** will remain open until the designated amount of \$2,122,200.00 has been expended. To apply for grants on November 2, the teacher's school district area code must be 918.

Teachers whose school district area code is 405 will be eligible to apply for project funding beginning 4 p.m. CST Thursday, November 3. The Code **OKLAHOMA405** will remain open until the designated amount of \$2,482,200.00 has been expended. To apply for grants on November 3, the teacher's school district area code must be 405.

Additionally, the OSDE is thankful that each administrator and teacher participating agrees to ensure the following:

Prior to submitting to DonorsChoose, the principal, district curriculum leader, IT Director, and/or superintendent will review each teacher's request ensuring each request is in accordance with the district guidelines and state laws. Teachers must assure this approval is met through the process determined by your district. When you submit your grant, you are confirming that your grant has been approved at the appropriate site and district level(s). It is the responsibility of the principal and district leadership team to approve all grant-related items.

Please watch the [pre-recorded webinar](#) and follow the guidance as provided even if you are familiar with the DonorsChoose community. CLASS Grant 2.0 Office hours will be held on the following dates:

Thursday, Oct. 27 from 7:00 a.m. - 8:30 a.m.

Join Zoom Gov Meeting, click link below:

<https://www.zoomgov.com/j/1611502881pwd=d0xDNUFIIdU5WczBXY1NiR0NHUWImQT09>

Meeting ID: 161 150 2881 Passcode: 996807

Thursday, Oct. 27 from 3:30 p.m. - 5:00 p.m.

Join Zoom Gov Meeting, click link below:

<https://www.zoomgov.com/j/1607267823pwd=SGhpMVRGTmpDWFd4TTAvceEV1d3Bsdz09>

Meeting ID: 160 726 7823 Passcode: 234308

Applications that do not follow the publicized guidelines may not be funded. Teachers can find more information in [the DonorsChoose Help Center article specific to this funding](#).

Below are answers to questions submitted by districts that may be helpful as you strategize to expend grant funds to serve students in the most impactful way.

1. What is the purpose of this funding?

This grant will help all in-person public school classroom teachers, including school counselors, reading specialists, media specialists, speech pathologists, physical therapists, and occupational/speech therapists, to procure resources for their students and will provide funding up to \$800 for a classroom teacher's project. The opportunity begins on:

Tues. Nov. 1, 2022, at 4pm CST for teachers whose school district's area code is 580

Wed. Nov. 2, 2022, at 4pm CST for teachers whose school district's area code is 918

Thurs. Nov 3, 2022, at 4pm CST for teachers whose school district's area code is 405

Grant funding is available on a first-come, first-served basis.

2. Why are there three different dates to apply?

At DonorsChoose request, Oklahoma's campaign will launch over three days: November 1, November 2, and November 3 with three proportional funding amounts based on the number of teachers in each region, \$6 million in total. This will ensure teachers in all regions of our state have equitable access and opportunity to apply.

Teachers whose school district area code is 580 will be eligible to apply for project funding beginning at 4 p.m. CST on Tuesday, November 1. The Code **OKLAHOMA580** will remain open until their designated amount of \$1,395,600.00 has been expended. To apply for grants on Nov. 1, the teacher's school district area code must be 580.

Teachers whose school district area code is 918 will be eligible to apply for project funding beginning 4 p.m. CST Wednesday, November 2. The Code **OKLAHOMA918** will remain open until the designated amount of \$2,122,200.00 has been expended. To apply for grants on Nov. 2, the teacher's school district area code must be 918.

Teachers whose school district area code is 405 will be eligible to apply for project funding beginning 4 p.m. CST Thursday, November 3. The Code **OKLAHOMA405** will remain open until the designated amount of \$2,482,200.00 has been expended. To apply for grants on Nov 3, the teacher's school district area code must be 405.

3. What if I apply on the wrong day?

Teachers' projects will be matched to their school district's area code. If a project is submitted on the wrong day, it may forfeit the opportunity to be considered.

4. Who is eligible to receive funding?

All certified, full-time, in-person Oklahoma Pre-K through 12th-grade public school teachers of core or elective courses assigned to an in-person classroom delivering instruction in a classroom setting are eligible, including counselors, librarians, reading specialists, media specialists, psychologists, nurses, physical therapists, speech or language pathologists, physical and occupational therapists. To maximize funding for classroom use, virtual teachers, curriculum specialists, coordinators, paraprofessionals, assistant principals, principals, and administrator roles are not eligible to apply. For the

purpose of this grant, virtual schools (EPIC Virtual, EPIC Blended, Connections Academy, etc.), sponsors (e.g., StuCo, BETA, etc.) should not apply.

5. Does the \$800 include DonorsChoose fees, shipping, taxes, etc.?

OSDE is allocating \$800 (in its entirety) to fund classroom teachers' requested materials. DonorsChoose fees and suggested donation, will not count against your grant amount, so classroom teachers can keep adding materials until they reach \$800 including tax. If the combined cost of supplies and taxes exceeds \$800, classroom teachers will have to wait and see if it gets funded by the DonorsChoose community. Approval for eligible projects within the \$800.00 limit (materials + taxes) is granted within days. Approval for projects that exceed the \$800.00 limit may take up to four weeks and is not guaranteed as those projects will depend on donations outside the OSDE's \$800.00 contribution.

*OSDE strongly encourages teachers to keep the total cost of materials and taxes under \$800.00 in order to ensure funding for the project immediately. Projects are funded on a first come, first served basis. You may see that the donation value will be \$1,000, which is to cover shipping, and fees associated with your project.

Each project will only be afforded the \$800.00 from federal relief funds. If a project exceeds \$1000.00, it will need additional donors (outside of the federal relief dollars). This will ensure equity across each project. For more explanation on these costs, visit [the DonorsChoose Help Center](#).

6. How do you apply and what are the requirements of the grant?

To receive funding, classroom teachers will need to submit an application and include a well-written essay with clear goals linking their requested resources to impact student learning in the wake of COVID-19. Once the application opens for each respective wave, teachers can apply on [DonorsChoose](#). On the "HI" page while creating your project, enter the campaign code OKLAHOMA580, OKLAHOMA918, or OKLAHOMA405 by clicking "Apply a campaign code."

Do not begin your project prior to your district's assigned date (determined by school district area code) on the DonorsChoose website. If you do, you risk your project being disqualified for funding.

7. What should I include in my essay?

Teachers will respond to the following essay prompt:

What makes your students unique and special? How has COVID-19 impacted learning over the past two years? How will the requested resources directly relate to helping students advance their academic learning or overall well-being in light of COVID-19?

Public school teachers should include specific, clear, and concise goals linking their requested resources to needs in their individual classroom. Include items such as, but not limited to:

- a. **Statement of needs:** What is the learning need for your purchase(s)? What specific items are you requesting, and why?
- b. **Learning objectives:** How will this purchase help meet the learning need?
- c. **Target population served:** Who is the target population in your learning need?
- d. **Outcomes attributed to this project:** How will your students' learning change as a result of this project? How will students benefit as a result?

A [worksheet](#) to assist you has been included.

Your essays will be published on the DonorsChoose webpage. Please utilize your peers as editors so each teacher and district will be well represented.

8. **How will my project be confirmed?**

When you submit a project, you are asked to use an email. This email can be your school email or your personal email account. When your project has been approved and funded, you will receive an email asking you to confirm your school address and your email address. It is imperative that you look for this email and answer it in a timely manner. Using your school email address helps DonorsChoose find you and confirm you are indeed a public school teacher in the state of Oklahoma.

9. **Are you eligible to receive funding if you are not a public school classroom teacher?**

Only public school teachers who serve a daily roster of students are eligible. Refer to question 4.

10. If our district's free and reduced lunch is less than 50% will my request be considered?

Yes.

11. Can a team of teachers apply for more money?

Only one project may be funded per teacher.

12. Are teachers allowed to submit more than one project request for resources if funding is still available?

No. In order to maximize the number of students impacted under this initiative, requests will be limited to one project per individual teacher.

13. Can I use the funds to go to a conference, pay continuing education tuition, etc.?

Materials requested must be for student use; professional development materials will not qualify.

14. What if the vendor from whom I want to order isn't listed.

Please use the vendors listed. Special requests will slow down the process of your request and could jeopardize the project's likelihood of being funded. Review commonly requested resources [here](#).

15. If I had a DonorsChoose grant in the past, can I still apply for this one?

Yes, but you can only apply for one project out of this grant program. A project begun prior to your district's assigned date (determined by school district area code) will not be considered.

16. Can I purchase technology equipment with grant funding?

Yes, but prior district approval must be granted and should accompany your DonorsChoose application. You assume the responsibility of getting your project approved prior to submitting. Your district assumes the responsibility of ensuring your project is written in accordance with district guidelines and state laws.

17. Can grant funding be used to cover substitute costs?

No.

18. Can teachers purchase gift cards?

The content of each grant must adhere to state law, district policy and procedures. All items requested in the grant must be listed in the grant prior to being approved at the district level. Teachers Pay Teachers gift cards are not an eligible resource for this opportunity. You assume the responsibility of getting your project approved prior to submitting. Your district assumes the responsibility of ensuring your project is written in accordance with district guidelines and state laws. Gift card requests will slow down the process of your request and could jeopardize the project's likelihood of being funded.

19. Am I required to submit any receipts?

Yes. All items purchased via this DonorsChoose grant are the property of the school district. Teachers must follow the district policies and procedures on inventory and asset tracking for items received/purchased with federal dollars.

20. How are supplies being delivered to schools?

According to DonorsChoose website (www.donorschoose.org), "most materials arrive in the classroom within two-weeks of the notification email". During our first CLASS Grant campaign, 93% of teachers received their project supplies within 7 days.

21. Is there any other agency to whom we should report this grant award?

The teacher and district assume all responsibility for district compliance, inventory, and/or asset tracking when the teacher applies for the grant. The teacher will be asked to assure district approval in the grant application. Districts are encouraged to share appropriate inventory / asset tracking procedures with teachers prior to the launch of the second Oklahoma DonorsChoose CLASS grant campaign.

22. Is there a way a district, administrator or teacher can see a list of who has applied from a district?

The OSDE does not have access to a list of teachers from a specific district who have applied during the grant. Individuals seeking this information can use one these choices:

- a. The best way to see a composite listing of submitted grants is to become a [District Partner](#) with DonorsChoose. The process is simple.
- b. Principals can opt in to receive reporting on projects from your school through the [principals page](#) or sign up for alerts about new projects through your school page.
- c. Other resources for administrators include the [School District Toolkit](#). This guide for school district leaders includes case studies of districts using DonorsChoose.org to support districtwide goals, template communications to create buzz with principals and teachers, and a teacher training deck.
- d. [District Controls](#) is a description of the controls DonorsChoose.org has set up for districts. We encourage you to connect your district leadership to DonorsChoose.org, so they can initiate regular reporting with the district and collect the district's technology guidelines for teachers.
- e. You may also search by school or teacher name on the [DonorsChoose home page](#).
- f. After the CLASS grant has closed, DonorsChoose will provide OSDE with a master list of grant recipients, including a link to each teacher's project where an inventory of items purchased can be found.

23. Will this be an annual program?

OSDE is pleased to offer a second CLASS grant opportunity. As it is funded with COVID-19 relief dollars, the OSDE cannot guarantee a repeat opportunity.

24. When will I receive my supplies?

For more information, visit [DonorsChoose Help Center Home](#). During our first CLASS Grant campaign, 93% of teachers received their project supplies within 7 days. 99% received their project supplies within 30 days.

25. If I run into an issue after I have submitted my project, who do I contact?

Please contact DonorsChoose. Though a human person with whom to talk is not available, you can send a message to DonorsChoose on [their help page](#). Please include:

- a. your full name,
- b. your project title,
- c. the # DonorsChoose assigned to your project,

- d. the name of your school, school district,
- e. your school district web address/url, and
- f. the title of the campaign.

26. Why did the OSDE partner with DonorsChoose again?

While there are others who provide services similar to DonorsChoose, the expediency DonorsChoose offers as well as the transparency from start to finish make this partnership beneficial for Oklahoma teachers. The DonorsChoose website allows any individual to see what the teacher requested, the educational reasoning behind the purchase, and the cost of each item requested.

27. If we have additional questions about the grant, who should we contact?

Kathy Dodd, Ph.D.

Chief Innovation Officer and Deputy Superintendent of Federal Programs

Kathy.Dodd@sde.ok.gov

Chelsea Hunt

Executive Director of Innovative Programs

Chelsea.Hunt@sde.ok.gov

Lisa Witcher

Executive Director of Special Projects

Lisa.Witcher@sde.ok.gov