



How to Create a Project on Donors Choose Eligible for Grants 4 Great Ideas!

Begin creating your project by logging in to your [DonorsChoose](#) account.

Getting Around

The navigation bar at the top lets you jump between the five main steps of creating a project.

HI: Pick your project type

WHO: Describe your students

WHAT: Shop for your materials

WHY: Describe your resources and title your project

REVIEW: Make any final edits before submitting your project

You can go through these steps in order, or skip around – just click the step you want to work on next. You'll see a green checkmark below each completed step.

HI: Pick your project type

- **Must select "Standard" project type to be eligible for match**
- PD projects are not eligible for match

WHO: Describe your students

- **Items you MUST include to be eligible for match:**
 - Number of students you expect to involve total and the number of those students that are low-performing
 - Grade levels to benefit (K-12)

WHAT: Select your resources or online experience and summarize them for your donors

When you're requesting materials, explore DonorsChoose vendors by clicking on their icon. When you're done shopping, checkout on the vendor's site, and those items will transfer back to your classroom project.

Then, write a quick summary of those items.

WHY: Explain how this project will change your classroom

1. Items you MUST include to be eligible for match:

- a. Descriptive project title
- b. Up to 2 project categories
 - i. For STEM projects select "Math" and "Science"
 - ii. For ELA projects select "Literacy" and "Language"
- c. Brief description of the project idea and the broad goal of the lesson/overall essential question
- d. When you plan to implementation your project:
 - i. 1st, 2nd, 3rd, or 4th 9 weeks
 - ii. first semester (on-going)
 - iii. second semester (on-going)
 - iv. all year (on-going)
- e. Step-by-step descriptions of activities/lessons you plan to conduct in enough detail so someone else can adapt your lesson
- f. How project is aligned to specific standards and/or or school improvement plan goals
- g. Specifically describe what students will learn (comprehension skills, coding skills, fractions, etc.)
- h. Have specific measurable outcomes for how you will determine if you project was successful
 - i. Ex. 80% of participating students will increase their grade in a STEM subject area during the 2021-2022 school year.
- i. Choose and describe how you will track the specific measurable outcomes with clear measurement tool(s) for determining student achievement results. Eligible tool(s):
 1. End of Course Exams pass rate
 2. FSA data Level 3+
 3. Pre/Post tests
 4. Performance Matters

5. iReady
6. Achieve 3000
7. Pre/Post survey
8. Retrospective survey (ask students for change in attitude after project is complete)

ii.

- 2. Please note: Projects MUST report on the following measurable outcomes for the appropriate grant project category. Failure to report on these outcomes with measurement tools as described will result in ineligibility to submit grants/receive grants from the Clay Education Foundation in the future and may result in you having to pay the Clay Education Foundation back for misspent State of Florida dollars towards your project.**
- a. STEM – Total number of students who showed an increased interest in STEM education
 - b. STEM – Total number of students who showed an increased interest in pursuing a STEM career
 - c. STEM – Total number of students who improved their grade in a STEM subject
 - d. Literacy – Total number of students who showed an increased interest in reading and/or writing
 - e. Literacy – Total number of students who showed an increased interest in pursuing a career with reading/writing
 - f. Literacy – Total number of students who improved their grade in a literacy subject

REVIEW: Make any final edits before submitting your project

- On this last step, you can see how your project will appear on the site after it's approved. Scrolling down to the bottom of the page will show a list of any specific changes that need last minute attention before you submit.
- You may need to [verify that you teach at an eligible public school](#) before you can submit your project.
- Once you're all set, submit your project and let our screening team have a look!
- While your project is being reviewed, you can get a head start on funding by sharing your special Friends and family Pre-funding link with your network. They can make donations toward your classroom immediately, and the DonorsChoose system will automatically apply those donations as soon as your project is approved and live on the public site.