March 27, 2020

Dear Educators,

As Florida continues to deal with the impact of COVID-19, we want you to know that the Education Foundation of Sarasota County team is here for you and working hard to find innovative ways to continue supporting you. We appreciate all that you are doing to continue serving our students in this changing educational environment.

We understand that this is a tough time and it may be difficult to fully implement and/or report on your EducateSRQ grant funding. Therefore, we are taking the following steps that we hope will allow you to maintain focus on your most important job--teaching.

1. If you have not already fully implemented your EducateSRQ grant, the Education Foundation will consider requests for adjustments to the original grant in order to accommodate you in implementing any emerging instructional requirements with remote teaching protocols now in place. Please contact us right away if you have not yet fully implemented your grant and wish to request adjustments that will help you implement or improve in this new teaching environment.

2. In a few days, you will receive instructions for accessing the EducateSRQ grant portal in order to complete your EducateSRQ Grant Follow-up Report. We are working diligently to significantly simplify and streamline this year’s reporting requirements. This will be a considerably abbreviated version of past follow-up grant reports, and we know you will welcome these changes.

3. We still must ask that you submit receipts for your grant expenditures. You may submit your grant receipts directly through the grant portal while completing the EducateSRQ Grant Follow-up Report, or you may take a photo with your phone and send via email at accounting@edfoundationsrq.org. You will be asked to designate your preferred method while completing this report. Unfortunately, grantees risk personal tax liability if the grant check was made payable directly to the individual recipient and we do not receive appropriate receipts. Please consult your tax advisor if you have any questions about this.

4. We will be flexible in considering grant reporting extensions as we understand that compiling some of this information may require communication with your school’s bookkeeper, accounting team, partnering organizations, or other collaborators. Please let us know of any difficulties you might have and we will do all we can to assist and accommodate.
It is important that you complete this simplified EducateSRQ Grant Follow-up Report as we are required to provide this basic information to our funders. Future funding opportunities are contingent upon the accurate reporting of this information, and we want to ensure that our EducateSRQ grant program retains this much-needed funding to sustain future granting opportunities.

Please know that we are working hard to support our educators and ease any difficulties during these unprecedented times. Don’t hesitate to contact us with questions or concerns. We hope you know how much of an honor it is to work with and serve each of you. Please stay safe and healthy!

Best,

Earl