



# Applying for an EdExploreSRQ Community Foundation of Sarasota County (CFSC) Exploration Grant: A Tutorial for Teachers

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August 2025

Start on the EdExplore Website: <https://www.edexploresrq.com/>



# Click on “Apply for Grants”





Now scroll down and then click on “Click HERE to access the application”:

## Grants

### The Community Foundation of Sarasota County Exploration Grants

**The Community Foundation of Sarasota County**, a proud partner in EdExploreSRQ, has set up a rolling application process that enables teachers to apply for exploration funding throughout the year. This “just in time” feature allows teachers to maximize the learning connections between an exploration and student lessons. **Click HERE to access the application – the application can only be completed ONLINE.** No paper applications will be accepted.

The Community Foundation has committed \$100,000 per year for five years for current explorations – particularly for students in lower-income communities. Additionally, the Community Foundation and **The Patterson Foundation** created an EdExploreSRQ Endowment Fund to increase awareness and funding. The Patterson Foundation has designated up to \$3 million in matching funds to go into the Explorations endowment fund, matching dollar for dollar the Community Foundation’s \$500,000 investment, as well as providing a 2:1 match for all donations for existing and future explorations.

### The Education Foundation of Sarasota County

There is no better way to support our teachers and students than directly in the classroom. That’s why we encourage all Sarasota County Schools teachers across K-12 grade levels to apply for our EducateSRQ classroom grants. These grants will directly support your individual classrooms through hands-on projects and supplies that cover all subjects.


Get inspired, and help your students reach new heights with an EducateSRQ classroom grant.

**For more information click [HERE](#).**

The link is also here:

<https://www.grantinterface.com/sl/aaKF2K>

If you have not applied for any grants with the CFSC this year, Create a New Account. If you have an active account for this school year, Logon.



COMMUNITY  
FOUNDATION  
of Sarasota County

Logon

Email Address\*

Password\*

[Log On](#) [Create New Account](#)

[Forgot your Password?](#)

Welcome to the Community Foundation of Sarasota County's Online Portal.

[Click here](#) to review a tutorial on creating an account and applying for grant through the portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Community Impact Team at [impact@cfsarasota.org](mailto:impact@cfsarasota.org) to receive your username.

## Creating a New Account



# Organization Information

## Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (\*) are required.

### Organization Information

Organization Name\*

EIN / Tax ID (##-#####)\*

Web Site

Primary Organization Phone Number\*

Organization Email

The Giving Partner Profile\*

Please copy and paste the link to your Giving Partner profile.

Please note, your profile will always start with 'https://www.thegivingpartner.org/'



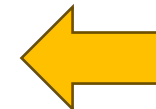
**Organization Name:** Your School Name

**EIN/Tax ID** (for Sarasota County Public Schools): 59-6000847

(SCS charter schools have unique #s, check with your school)

**Web Site:** is not required. (Only fields with an asterisk are required.)

(Move to next slide.)



Creating a  
New Account

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Primary Organization Phone Number\*

Organization Email

The Giving Partner Profile\*

Please copy and paste the link to your Giving Partner profile.

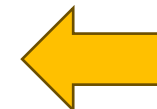
Please note, your profile will always start with 'https://www.thegivingpartner.org/'



**Primary Organization Phone Number:** Your School Phone Number

**Organization Email:** not required

**The Giving Partner Profile:** sarasotacountyschools.net



Creating a  
New Account



Address 1\*

Address 2

City\*

State\*

Postal Code\*

County Served\*

Please select all that you serve.

- ☐ Sarasota
- ☐ Manatee
- ☐ Charlotte
- ☐ DeSoto
- ☐ Other

**Address 1:** List Your School Address

**Address 2:** Not required

**City:** List Your School's City

**State:** Florida

**Postal Code:** Your School's Zip Code

**County Served:** Check *Sarasota*

Creating a  
New Account

#### Other County

If you selected 'Other' in the County Served question above, please describe.

#### Mission

500 characters left of 500

Next >

**Other County:** Not Required  
**Mission:** Not Required  
Click on “Next”

Creating a  
New Account

User Information

Copy Address from Organization

Prefix (Mr, Mrs, Ms, Mx, etc.)	First Name*
<input type="text"/>	<input type="text"/>
Middle Name	Last Name*
<input type="text"/>	<input type="text"/>
Suffix (Sr, Jr, III, etc.)	Role within the Organization*
<input type="text"/>	<input type="text"/>
Email / Username*	Email / Username Confirmation*
<input type="text"/>	<input type="text"/>

- Now you are in the “**User Information**” section.
- You will likely want to click on the button at the top of the page that says “**Copy Address from Organization**” to save you time later.
- The required fields on this page are:
  - \***First Name and Last Name**
  - \***Role Within the Organization:** Teacher, Assistant Principal, etc.
  - \***Email:** use your school district email address

Creating a  
New Account

**Primary Contact Number\***

Please enter the phone number that you would like to be contacted at for all grant requests.

Primary Contact Number is Required

**Mobile Number (###-###-####)****Address 1\***

Address 1 is Required

**Address 2****City\***

City is Required

**State\***

State is Required

**Postal Code\***

Postal Code is Required

**Primary Contact Number:** Your school or cell number, whichever you prefer

**Mobile Number:** Not required

**All Address Info:** Should have copied from above, if you checked the button at the top of the page.

Click **“Next”**.

Creating a  
New Account

### President/CEO Question

Are you the Organization's President or CEO?\*

☐ Yes

☐ No

[< Previous](#)

[Next >](#)

You will answer this question “**No**” and hit “**Next**”.

Creating a  
New Account



### Additional President/CEO Information

Copy Address from Organization

Prefix (Mr, Mrs, Ms, Mx, etc.)

First Name\*

Middle Name

Last Name\*

Suffix (Sr, Jr, III, etc.)

Business Title\*

Email\*

Telephone Number (###-###-#### x###)

- Again, click on **“Copy Address from Organization”** to save time.
- The info on this page refers to your **Principal**.
- Put in the **First and Last Name of your Principal**. (Prefixes are optional.)
- Their **Business Title** is “Principal”
- **Email**: Your Principal’s school email address
- **Telephone Number**: Not required. If you want, you could use your school’s main number.

Creating a  
New Account

Mobile Number (###-###-####) <input type="text"/>	Address 1 <input type="text"/>
Address 2 <input type="text"/>	City <input type="text"/>
State <input type="text"/>	Postal Code <input type="text"/>
<a href="#">&lt; Previous</a>	<a href="#">Next &gt;</a>

- **Mobile Number** (for Principal): I would leave this blank
- **School Address** info should auto populate, if you clicked the button at the top of the page.
- Click “**Next**”.

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$\$%\*()\_

Password\*

Confirm Password\*

[< Previous](#) [Create Account](#)

- Create a **password** as directed and confirm it.
- Click “**Create Account**”

Creating a  
New Account

# Submitting an Application



Application

C. ★ Public Profile

Copy Previous Answers

Collaborate 0

Process: EdExploreSRQ 2025-2026

Contact Info

Request

Documents 0

Current Status: None

Stage	Status	Initial Submission	Last Modified
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Application

Question List

Due by 04/28/2026 11:59 PM EDT.

Fields with an asterisk (\*) are required.

▼ School & Teacher Information

If you have any questions or concerns along the way, please feel free to email the Community Impact team at [impact@cfsarasota.org](mailto:impact@cfsarasota.org).

## Now that you have an Account:

- You can check your contact information in the leftmost tab above
- To Start a grant request, click on the middle “**Request**” tab.  
(Only fields with an asterisk are required.)
- FYI: If you click on the button “**Question List**” under the blue heading, you will be able to see all application questions in one spot.



**School Name:\***

Please select your school from the drop down list.

**First Name of Teacher Submitting Request:\***

**Last Name of Teacher Submitting Request:\***

**Principal Approval:\***

Have you discussed your grant requests for this EdExploreSRQ exploration with your Principal and did they approve of your request?

☐ Yes

☐ No

- **School Name**- Select your school from the dropdown list
- List your **First Name** and **Last Name**
- **Principal Approval**- You are required to discuss this grant request with your Principal and confirm you have their approval before you submit this application.

▼ Exploration Information

**Name of Exploration:\***

Please use the exploration title EXACTLY as it appears on [EdExploreSRQ.com](https://EdExploreSRQ.com)

**Name of the Exploration Provider or Teaching Artist\***

**Please select the semester in which this semester will take place:\***

- ☐ Fall 2025 (August - December)
- ☐ Spring 2026 (January - May)
- ☐ Both Fall & Spring Semesters

**Date of Exploration:\***

If your exploration takes place over multiple dates, please enter them ALL here.

- Name of Exploration:** Use the exploration title EXACTLY as it appears on EdExploreSRQ.com
- **Name of Provider or Teaching Artist:** This will appear with the exploration info on EdexploreSRQ.com
- The **Semester and Date Questions** are also required.

How many students will be participating:\*

How many teachers will be involved in the exploration?\*

Grade Level for Exploration:\*

Check all that apply

☐ Kindergarten

☐ 1st Grade

☐ 2nd Grade

☐ 3rd Grade

☐ 4th Grade

☐ 5th Grade

☐ 6th Grade

☐ 7th Grade

☐ 8th Grade

☐ 9th Grade

☐ 10th Grade

☐ 11th Grade

☐ 12th Grade

**Provider Contact:\***

Have you contacted the provider organization or teaching artist with whom you plan to work for this exploration?

☐ Yes

☐ No

- The top of this slide is pretty straightforward. The fields that ask for numbers are for numbers only.
- **Provider Contact:** You are **required** to contact the Provider of this Exploration and confirm they have the capacity to work with you and the dates you are seeking before you submit this application.

## ✓ Requested Amount & Allowable Expenses

The grant request must only reflect allowable expenses. If you have any questions regarding an expense not listed below, please email a member of our Community Impact Team at [impact@cfsarasota.org](mailto:impact@cfsarasota.org).

### Allowable expenses:

- Admission to venues (chaperones included)
- Contracted services (visiting artists, scientists, speakers, performers)
- Transportation
- Materials and supplies (specific to the exploration)
- Substitute teachers needed to cover classrooms when you are on the field trip

### Non-allowable expenses:

- Recreational field trips
- Lodging, food, and clothing
- Gifts, gift certificates, gift cards, incentives, prizes, awards
- Personal expenses and entertainment
- Stipends for students, aides, chaperones, and/or supplements for grant managers
- Childcare
- Professional development or teacher/staff training
- Reimbursements for an already completed project

Amount Requested:\*


\$	
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- Please read this section about **Allowable and Non-allowable Expenses** carefully before you enter your requested amount.
- **Amount Requested:** Enter the amount of your request here.

**Certify Your Grant Request\***

I certify that the amount requested only includes allowable expenses:

- ☐ Yes  
☐ No

 Due by 04/28/2026 11:59 PM EDT.

Abandon Request

Save Application

Submit Application

- **Certify Your Grant Request:** Confirm that your request only includes allowable expenses.
- Now you have three choices:
  - \* **Abandon Request:** If you change your mind and don't wish to submit your application
  - \* **Save Application:** You are not quite finished with your application and will come back to work on it before submitting
  - \* **Submit Application:** You feel as though everything is completed and you are ready to submit.



If you checked “No” for any of these questions:

- Principal Approval
- Provider Contact
- Certify Your Grant Request

You will receive an automated response asking you to address these so the response for them will be “Yes”!

Great job!! Once you submit, it could be up to three weeks until you hear about your grant.



# Questions?

For the overall EdExploreSRQ platform, Explorations and Providers, you can reach out to Angela Hartvigsen:

[Angela.Hartvigsen@sarasotacountyschools.net](mailto:Angela.Hartvigsen@sarasotacountyschools.net)

For questions specifically related to the CFSC grants, reach out to the Community Foundation of Sarasota County's *Community Impact Team* at [impact@cfsarasota.org](mailto:impact@cfsarasota.org)