

**Florida Department of Education  
Guidance for Completing and Submitting Applications for Innovation Fair  
Matchmaker Grants for 2006-2007 School Year**

**Mentor Districts/Schools - Submit Request for Application (RFA)**

- All applications are due to the Florida Department of Education on November 6, 2006.
- Mentors have the option of submitting one DOE Application (RFA) per project. (For example, if a mentor has five mentees, five separate RFAs including five separate DOE 100s and 101s will be submitted--\$10,000 for each project)

**OR**

- Mentors have the option of combining all projects into (1) DOE Application (RFA). (For example, a mentor has five mentees and will submit one separate RFA for \$50,000--\$10,000 for each project). If this option is selected, please provide a chart/matrix identifying the mentee districts and schools and program specific information.

**Mentor Districts/Schools - Next steps for your consideration:**

- **Staff Development:**

Give your academy/magnet program staff a brief orientation of what your "Mentor" school will provide as a partner during the planning process. Share expectations and the role individual staff members will play in mentoring mentee districts/schools.

Consider organizing an orientation meeting and tour with your mentees. Items you might cover during the orientation could include the following:

- share research and student achievement data
- set up a teacher/business partner panel to share insights on academic and career and technical integration (provide examples and sample lesson plans)
- share your successes and lessons learned
- Invite your community and postsecondary partners to provide strategies for community involvement
- share ongoing sustainability efforts.

- **Other Useful Information for your Mentees:**

- Assist them with compiling a realistic budget for implementing the project
- Assist them with developing realistic timelines
- Assist them in developing realistic goals and objectives
- Provide samples of student recruitment marketing materials
- Provide successful strategies for teacher recruitment.

**Mentee Districts/Schools - Submit Request for Application (RFA)**

- All applications are due to the Florida Department of Education on November 6, 2006.
- Mentees must submit an individual application (RFA) for each project.

**Mentee Districts/Schools - Next steps for your consideration:**

- Form academy/magnet team that will serve as leaders that includes school/community partners
- Assess your school's readiness to organize your program
- In conjunction with the RFA, write a strategic plan to guide you through the planning and implementation phase
- Develop realistic timelines for implementation
- Develop curriculum that support the school's career theme
- Begin student recruitment efforts
- Develop strategies for evaluating the success of the program.