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**SCIENCE EDUCATION GRANT PROGRAM
FY2019**

**Administered by
Idaho State Department of Education
650 W. State St.
Boise, ID 83720-0027
(208) 332-6952**

SCIENCE EDUCATION GRANT 2019

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INFORMATION SHEET

ELIGIBLE APPLICANTS: Private, nonprofit corporations incorporated or registered in the State of Idaho for at least one year prior to project application.

AWARDS: Maximum award for all projects under this program is \$24,600.

IMPORTANT PROGRAM DATES:

- November 2, 2018 Applications are available.
- November 30, 2018 Applications due by 5:00 pm MST.
- December 14, 2018 Approximate date that awardees will be notified.
- March 29, 2019 Progress report due.
- June 28, 2019 Project period ends.
- July 31, 2019 Final report due.

HOW TO SUBMIT:

Applicants should submit the application via email to:

Jessica Wilson, Grants/Contracts Specialist
Idaho State Department of Education
jwilson@sde.idaho.gov

Applications must be received by 5:00 pm MST on November 30, 2018, to be considered.

Contact Aaron McKinnon at (208)332-6952 or Jessica Wilson at (208)332-6962 with questions.

APPLICATION CHECKLIST:

- _____ Application cover sheet (questions 1-6)
- _____ Application narrative (questions 7-13)
- _____ Budget detail (questions 14-16)
- _____ Appendices
 - (a) _____ Resumes of key personnel
 - (b) _____ Additional information or supplementary material

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PROGRAM GUIDELINES

PURPOSE

The Idaho Legislature has established matching grants for K-12 STEM education programs. **Title 33-129** of the Idaho Code specifies that the Idaho State Department of Education shall administer a program of matching grant funds to encourage the establishment, expansion, or maintenance of science education programs in the State of Idaho.

ELIGIBILITY

Applicant Eligibility

Matching grants can be awarded only to private nonprofit corporations incorporated or registered in the State of Idaho.

Project Eligibility

"Science education programs" include, but are not limited to, demonstration programs intended to encourage knowledge of and interest in the disciplines of STEM among Idaho's elementary and secondary school students. These funds are for expansion or maintenance of existing science education programs in the State of Idaho.

ADMINISTRATION OF GRANT FUNDS

The State Department of Education shall administer this program with such funds as are appropriated to the science education program. The appropriation for FY2019 is \$24,600 for support for the science education program.

Matching Requirement

The program requires the applicant to provide at least one-half (1/2) of the financial support for the science education program with money or in-kind contributions.

Duration

All project activities and expenditure of project funds, including in-kind contributions, must occur during the grant period, which is the state fiscal year 2018. All project funds must be spent or encumbered by June 30, 2018.

Project Budget

The project budget must be broken down into the three specific categories listed on the budget page of the application form (see Instructions for Completing Application Form), and records must be kept corresponding to these categories. All allowable costs must be reasonable and necessary to carry out the objectives of the project. When determining expenses, follow the guidelines outlined in Appendix II.

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Ineligible Costs

Indirect or administrative costs are not eligible expenses for the project budget. They are considered part of the applicant's match. Grant funds must not replace local funds for existing programs or operating expenses. Audits of programs shall be planned for.

Project Accounting and Reports

Separate accounting within the organization must be maintained for each STEM education project to ensure responsible project management and the submission of timely and accurate financial reports. The grantee must make financial and program records available to the State Department of Education, or its authorized representatives, for an audit or a less formal records examination. All financial records, including canceled checks and sales receipts, for science education projects must be retained for a period of three years from the date of the project's completion.

The State Department maintains the right to make funding changes throughout the grant project in order to meet the purposes of the legislation establishing this grant program and the grant requirements outlined in these guidelines. The State Department of Education can terminate the grant project if it becomes evident that the project is not in keeping with the purposes of the legislation or original intent of the grant.

A project is considered complete when the Project Evaluation and Summary and Final Fiscal Report are received and approved by the State Department of Education. A progress report is required at a mid-point to assist in project management. A two-part Progress Report form, which includes Narrative and Financial Statement, must be submitted on or before March 29, 2019.

Adjustments

Changes in the scope and objectives of the project may not be made without prior approval from the State Department of Education.

A grant budget may be adjusted during the course of the grant if the intent of the grant is not modified. All budget adjustment requests exceeding 10 percent of a line item total must have prior written approval by the State Project Officer and are determined on a case-by-case basis.

Audits

A grantee receiving funds under the Science Education Grant Program has the option of conducting an audit for that year or complying with audit requirements of the state program under which it received the funds.

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APPLICATION DATES AND PROCEDURES

Timeline

Grant guidelines and application are available after November 2, 2018. The applicants should follow the format of the application form and complete the sections specified for the science education project (see INSTRUCTIONS FOR COMPLETING APPLICATION FORM). Send completed application to:

Idaho State Department of Education
Jessica Wilson, Grants/Contracts Specialist
jwilson@sde.idaho.gov

Applications must be received by 5:00 pm MST on Friday, November 30, 2018. Late proposals will not be considered. Awards will be announced by correspondence, which may authorize or require changes in the project as proposed. Estimated award notification is December 14, 2018.

Review

Competing grant applications shall be evaluated, and funding decisions shall be made based upon the State Department of Education's determination as to the probable effectiveness of the various proposals in furthering the purposes of the State legislation establishing this program. Other evaluation criteria include:

- **Identification of target audience or grade level or content area** for which the project is intended. A project with a statewide scope will receive higher consideration than local projects. Other considerations include data of supporting evidence of need and interest by intended audience or client group.
- **Overall plan of operation** which reflects a well-designed, efficient project having clearly defined objectives and goals which relate to the purpose of the project and the use of resources and personnel to achieve the objectives and collection of supporting evidence.
- **Qualifications of key personnel** demonstrated by experience and training and amount of time committed to the proposed project.
- **Cooperation and coordination** with appropriate agencies and individuals providing similar or related services.
- **Publicity plan** which ensures continued communication, awareness and understanding of the project by the intended audience or client group. Publicity should acknowledge support from the State Department of Education Science Education Grant Program.
- **The extent to which a project may be replicated and plans to disseminate the project** to other appropriate organizations.
- **Evaluation plan** which is appropriate for the project and is related to measurable objectives.
- **Adequate and cost-effective budget** which enables sufficient support of project activities and keeps costs reasonable in relation to project objectives.

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IDAHO STATE DEPARTMENT OF EDUCATION
SCIENCE EDUCATION GRANT PROGRAM
GRANT APPLICATION FY2019

1. **Project Name:** _____
2. **Applicant:** _____
3. **Address:** _____

4. **Project Director:** _____ **Phone:** _____
E-mail: _____
5. **Federal Tax I.D. Number:** _____
6. **Project Costs:**
Amount of state grant request: \$ _____
Amount of local match: \$ _____
TOTAL amount of project: \$ _____

To complete this application, address questions 7-13 in standard Times New Roman 12 pt. font, attach them to this application, and complete items 14-16 on the budget page.

Applications must be received by 5:00 pm MST on November 30 2018, to be considered.

SIGNATURE AND CERTIFICATION:

We certify that the applicant is a private nonprofit corporation incorporated or registered in the State of Idaho. We understand and will comply with all requirements of the Science Education Grant Program. We understand that funds awarded under this proposal may be used only for purposes described in this proposal and approved by the State Department of Education. In addition, we are aware of, and agree to comply with, Equal Employment Opportunity (Idaho Code 67-5909 lists areas in which discrimination in employment is prohibited) and will conduct our proposed project in accordance with all state and federal laws.

Authorizing Official

Date Signed

Chair, Governing Board

Date Signed

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APPLICATION NARRATIVE

7. **DESCRIPTIVE SUMMARY.** Provide a BRIEF descriptive summary of this project, with emphasis on the project's relationship to your organization and its long-range plan. (Suggested limit - 250 words)
8. **WHAT NEEDS TO BE DONE?** Describe and document the need(s) or problem(s) that the project will address. What is lacking for the target audience/client group that can be provided by this project? How do you know the problem exists? Why are local resources not available or appropriate to meet the need? Use results of community surveys/analyses where appropriate.
9. **WHAT ARE YOUR OBJECTIVES?** Clearly defined objectives should relate to the purpose of the project. Describe the expected outcome of the project. What target audience/client group(s) will benefit? What will be different when the project is finished? How do these outcomes fit into the organization's missions and goals?
10. **HOW ARE YOU GOING TO DO IT?** Tell WHO, WHEN, HOW, and WHERE. What resources and personnel will be used to achieve the objectives? Include resumes of key personnel. Address the experience and training of key personnel for the project and include job descriptions if new personnel are to be hired. Describe the specific activities of your project. Can the activities be conducted within the time and resources of the project? How and with whom will the activities be coordinated? Describe the publicity plan for the project and identify to whom the publicity will be directed. Can the project be replicated and what plans are there to disseminate the project to other appropriate organizations?
11. **WHAT IS YOUR TIMELINE?** Provide a timeline that clearly shows the sequence of activities. Include a projected date by which all grant funds will be expended and dates (if different) for project completion and submission of project reports.
12. **HOW WILL YOU EVALUATE THE RESULTS OF YOUR PROJECT?** Describe the methods you will use to determine if your project addresses the questions stated in #8. Who will be doing the evaluating, and what measurement tools and techniques will be used? What statistics will be collected? Suggestion: Collection of data through pre- and post- test evaluation.
13. **HOW ARE YOU GOING TO SPEND THE MONEY?** Specifically describe how you intend to spend the project money (both state and matching funds) in each class category. All expenses should directly relate to the project. Identify the source of matching funds. This narrative should tell the same story as the numbers in item 16 on the budget page.

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BUDGET DETAIL

14. Project Name: _____

15. Applicant: _____

16. Budget Breakdown by Category (use whole dollar figures):

BUDGET CATEGORIES	(1) State Funds	(2) Applicant's Cost Share	(3) TOTAL
A. Key Personnel			
B. Operating			
C. Capital			
D. TOTALS			

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INSTRUCTIONS FOR COMPLETING APPLICATION FORM

The full application form is required for all Science Education Program Grants. Applicants must follow the format prescribed below.

Page 1 (Application Cover Sheet):

1. **Project Name.** Enter a descriptive name for the project.
2. **Applicant.** Enter full legal name of applicant organization.
3. **Address.** Enter street address, mailing address if different, city, and zip code of applicant.
4. **a. Contact/Title.** Enter name and title of person directing or responsible for this proposed project who may be contacted for information about it. This person should be readily available at all times and be knowledgeable about all aspects of the project. All communications will be sent to this person as project director.
- b. Phone.** Enter telephone number and email address of project contact person.
5. **Federal Tax I.D. Number.** Enter your federal tax I.D. number.
6. **Project Cost.** Using whole dollar figures enter the amounts required to fund the project. Put the total that you expect state funds to cover on the first line. Consider all sources of funds other than state funds and enter that amount on the second line. Enter the total amount of the project on the third line.

Signature Lines. The application must be signed and dated by the authorizing official of the applicant organization. In addition, the chair of the governing board of the organization must sign as the second signature.

Page 2 (Application Narrative):

To be complete, the narrative of each application must address the following items:

7. **Descriptive summary.**
8. **What needs to be done?**
9. **What are your objectives?**
10. **How are you going to do it?**
11. **What is your timeline?**
12. **How will you evaluate the results of your project?**
13. **How are you going to spend the money?** (See #16 for additional information on breakdown for all items. Be sure to demonstrate clearly how each item is calculated. Consult Appendix II for guidelines on allowable amounts, restricted items, etc.)

Page 3 (Budget Detail):

This section should summarize the financial portion of the project. It should tell the same story as the narrative in #13 above.

14. **Project Name.** Repeat the name of your project.
15. **Applicant.** Repeat the name of the applicant organization.
16. **Budget Categories.** Using whole dollar figures, complete entries in columns (1) through (3), lines A through D. Following is an explanation of the categories:
 - A. **Personnel.** Enter total of salaries and fringe benefits for all project staff members, except staff under contract (who should be included under **B. Operating**). Budget narrative #13 should break out separately salary and benefits for each staff person who will be paid and explain for what work and at what rate each will be paid.
 - B. **Operating.** Enter total for all operating expenses, including contracts, travel, materials, supplies, software, postage, printing, copying, etc. Budget narrative #13 should list separately the total for each operating item.
 - C. **Capital.** Enter total for all items with a unit cost over \$5,000. All items should be individually identified in budget narrative #13.
 - D. **Total.** Enter the total of A through C.

APPENDIX I.

DEFINITION OF GOALS, OBJECTIVES, AND ACTIVITIES

- A. **GOAL.** A goal is the end toward which effort is directed. It is broad in scope, long range, and timeless. It may never be attained and difficult to measure success rates. Most projects will probably have no more than one or two goals.
- B. **OBJECTIVE.** An objective is a strategic position to be attained or purpose to be achieved. Objectives are way stations along the road to a goal. They show a specific outcome, and they must be measurable.

Divide the process of reaching the project goal or goals into a series of objectives. Present these in sequence with the activities needed to achieve them and the timeline along which activities will occur.

- C. **ACTIVITY.** An activity is the bringing about of an alteration, a thing accomplished over a period of time. A series of activities, such as hiring staff, selecting and purchasing materials, publicizing events, and/or information other participants will usually be required to achieve any specific objective. The sequence of activities can be as important as the activities themselves, so a careful timeline must be worked out in advance. Events may cause the modification of activities or objectives in mid-project. They shouldn't cause the goal to be altered.

As used in a science education application, these words--goal, objective, activity--are technical terms and are not interchangeable. Use them clearly in writing the proposal, and it will stand a better chance of getting funded.

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APPENDIX II.

BUDGET GUIDELINES

In planning the budget, the applicant should apply the current state rate for meal and mileage reimbursement. As of January 1 2018, these rates are as follows:

Daily Meal Allowance

- | | |
|------------------|--|
| (a) In-state | \$45.00 per day |
| (b) Out-of-state | \$51.00 per day is the base, but would allow the higher federal rate as published by the U.S. GSA. |

Partial Day Meal Allowance

		<u>In Idaho</u>	<u>Out-of-state</u>
Breakfast:	Depart 7:00 a.m. or before or return 8:00 a.m. or later	\$11.25	\$11.25 or 25% of federal rate for that city if greater than \$45
Lunch:	Depart 11:00 a.m. or before or return 2:00 p.m. or later	\$15.75	\$15.75 or 35% of federal rate for that city if greater than \$45
Dinner:	Depart 5:00 p.m. or before or return 7:00 p.m. or later	\$24.75	\$24.75 or 55% of federal rate for that city if greater than \$45

Meals provided free of charge should not be claimed for reimbursement.

Mileage Reimbursement as of October 1, 2018

Mileage in a private car is reimbursed at \$0.535 per mile.

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**SCIENCE EDUCATION GRANT PROGRAM
PROGRESS REPORT
PART I**

1. Project Name _____
2. Grantee _____
3. Report Prepared By _____ 4. Date _____
5. Grant Agreement # _____
6. Grant Period Covered By This Report _____
7. This narrative should be brief and cover the following elements:
 - a. Activities undertaken during reporting period toward achieving project objectives.
 - b. Project time table (Is the project on schedule?).
 - c. Problems that are affecting implementation of objectives.
 - d. Impact the project is having on target client group.
8. Attach statistics and/or examples of publications or other significant publicity about the project to date.

This report is due March 29, 2019.

Send completed report to:

Idaho State Department of Education
Jessica Wilson, Grants/Contracts Specialist
jwilson@sde.idaho.gov

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**SCIENCE EDUCATION GRANT PROGRAM
FINANCIAL STATEMENT FOR PROGRESS REPORT
PART II**

1. Project Name: _____ 2. Grant Agreement #: _____
 3. Grantee: _____ 4. Amount of Award: _____
 5. Report Prepared By: _____ 6. Phone: _____
 7. Dates Covered By Report: _____ 8. Date Report Prepared: _____

9. Budget Categories	APPROVED BUDGET		EXPENDITURES TO DATE		TOTAL BALANCES TO DATE	
	10. State Funds	11. Local Match	12. State Funds	13. Local Match	14. State Funds	15. Local Match
A. Personnel						
B. Operating						
C. Capital						
D. TOTALS						

16. STATEMENT OF STATE CASH-ON-HAND:

- a. Received to Date: _____
 b. Disbursed to Date: _____
 c. Balance (Cash-on-hand) _____

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SCIENCE EDUCATION GRANT PROGRAM INSTRUCTIONS -- FINANCIAL STATEMENT FOR PROGRESS REPORT

1. Project Name. Enter the name of the Science Education project for which you are reporting.
2. Grant Agreement #. Enter the number assigned to your grant project by the State Department of Education and which appears on your letter of approval/award.
3. Grantee. Enter the name of the organization to which the grant was awarded.
4. Amount of Award. Enter amount of state funds awarded under this grant.
5. Report Prepared By. Enter name of person completing report.
6. Phone Number. Enter phone number of person completing report.
7. Dates Covered By Report. Enter beginning date of grant period through last date covered by this report.
8. Date Report Prepared. Enter the date this form is filled out.
9. Budget Categories. The specific categories of expenses are listed here. These categories correspond to those listed in the approved grant budget.

Approved Budget:

10. State Funds. Enter total budget for state funds for the project as approved by the State Department of Education.
11. Local Match. Enter total budget for local match for the project as approved by the State Department of Education.

Expenditures to Date:

12. State Funds. Enter total amount of state funds spent within each category during the report period.
13. Local Match. Enter total amount of local match spent within each category during the report period.

Total Balance to Date:

14. State Funds. Enter total amount of state funds left for the project. (Approved budget for state funds minus expenditures to date.)
15. Local Match. Enter total amount of local match left for the project. (Approved budget for local match minus expenditures to date.)
16. STATEMENT OF CASH-ON-HAND. (a) Enter the total amount of state funds received to date by the grantee from the State Department of Education. (b) Enter the total amount of state funds paid out to date by the grantee for grant expenses. (c) Enter the balance of state cash-on-hand. (Line a minus line b.)

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**SCIENCE EDUCATION GRANT PROGRAM
FINAL PROJECT EVALUATION AND SUMMARY**

NOTE: Complete this form after all expenses are paid and all activities are concluded.

Date: _____ Grant Agreement #: _____

Project Name: _____

Grantee: _____

Report Prepared By: _____

INSTRUCTIONS: Using the following format, please report on the project and provide evaluative comments. Use separate sheets of paper if necessary.

PROGRAM NARRATIVE: State the proposed outcome of the project. Provide a brief summary of the project (what was done, how, and by whom).

EVALUATION: Detail the successes and failures of the project. Did you meet your objectives? Do clients have better services? What future actions will be taken?

FISCAL DATA: Fill out the included FINAL FISCAL REPORT form. List any changes or amendments from the proposed budget under "BUDGET ADJUSTMENTS" on the form. Under "ACTUAL EXPENSES" list all expenditures for the completed project.

STATEMENT OF STATE

CASH-ON-HAND: List the total amount of State Funds received to date by the grantee from the State Department of Education in 1. In 2, list the amount of State Funds paid out for grant expenses by the grantee. In 3, list the balance or State Cash-On-Hand (line 1 minus line 2).

This report is due July 31, 2019.

Send completed report to:

Jessica Wilson, Grants/Contracts Specialist
Idaho State Department of Education
jwilson@sde.idaho.gov

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**SCIENCE EDUCATION GRANT PROGRAM
FINAL FISCAL REPORT**

Date: _____ Grant Agreement #: _____

Project Name: _____

Grantee: _____

BUDGET CATEGORY	PROPOSED BUDGET	BUDGET ADJUSTMENTS	ACTUAL EXPENSES	FUNDING SOURCE
A. Personnel				STATE
				Local
				Sub-Total
B. Operating				STATE
				Local
				Sub-Total
C. Capital				STATE
				Local
				Sub-Total
D. TOTALS				STATE
				Local
				TOTAL

STATEMENT OF STATE CASH-ON-HAND:

1. Received To Date: _____
2. Disbursed To Date: _____
3. Balance (Cash-On-Hand) _____

SCIENCE EDUCATION GRANT 2019

TITLE 33

EDUCATION

CHAPTER 1

STATE BOARD OF EDUCATION

33-129. MATCHING GRANTS FOR SCIENCE EDUCATION PROGRAMS -- GRANT CRITERIA. The state department of education shall administer a program of matching grants to encourage the expansion or maintenance of science education programs in the state of Idaho. Matching grants shall only be made to nonprofit corporations incorporated or registered in the state of Idaho and which shall have conducted such a science education program for a minimum of one (1) year. Grants shall require the applicant to provide at least one-half (1/2) of the financial support for the science education program with money or in-kind contributions.

"Science education programs" include, but are not limited to, demonstration programs intended to encourage knowledge of and interest in the disciplines of science among Idaho's elementary and secondary school students.

The state department of education shall administer this program with such funds as are appropriated to the science education program. Competing grant applications shall be evaluated and funding decisions shall be made based upon the department's judgment as to the probable effectiveness of the various proposals in furthering the purposes of this act.