



Mini-Grant Application

The Governor's Science, Technology, Engineering, and Math (STEM) Initiative mini-grant program supports STEM education projects and programs throughout West Virginia that serve the PreK-12th grade student population. In collaboration with the West Virginia Department of Education and the Arts, this grant program encourages educators (in both school and outside of school settings) to integrate STEM disciplines in their curriculum and educational programming.

STEM Application Criteria:

Successful applications should focus on building critical and creative thinking and analytical skills by providing a strong foundation in science, technology, engineering, and math. These strong STEM learning opportunities should include inquiry, technology, and project-based learning activities and lessons that are tied to the real-world.

Guidelines:

- Eligibility: Non-profit organizations, public schools and private schools.
- Applicants may request up to \$3,000 to implement or expand a STEM education project or program (including out-of-school and afterschool programs).
- Project timeline: **The application deadline is June 5, 2017.** Projects must take place by *December 1, 2017*.
- Final reports are required for approved projects and due no later than *February 1, 2018*. *Final reports must include: a brief overview of the STEM project and an itemized list of grant expenditures.*
- Matching funds are not required for this grant.
- Successful applicants will be notified no later than *June 23, 2017*.

Eligible Activities and Expenses:

- Eligible expenses include: travel expenses, materials and supplies, and professional development costs.

Priority will be given to projects/programs that:

- Include hands-on, creative, and problem solving activities;
- Can be documented and are replicable;
- Include a real-world/career exploration component;
- Include a business/community partnership; and/or
- Emphasize girls/women in STEM.



Questions and Contact Information:

Please refer to the Frequently Asked Questions (FAQs) page attached at the end of the application.

If you have any other questions about applying, contact Krista Cox at: krista.k.cox@wv.gov.

Application Instructions:

1. Project Form

- Complete the Project Form entirely and submit.
- Project objectives: Objectives must demonstrate what you want the participants to know and be able to do at the conclusion of this project. Include at least two objectives.

2. Project Budget

- Complete the Project Budget Form and submit with original signature. Signature must be from the person who can legally obligate the applicant.
- Expenses: List all of the anticipated expenses for this project including materials, supplies, travel costs, etc.
- Income: While a match is not required, please indicate the source of any additional funds you will be using for this project.

3. Project Narrative

- Respond to each of the questions within your narrative completely. Please limit total project narrative response to no more than two pages.

If additional information or documentation is needed, you will be contacted.

Application Submission:

Electronically - Submit completed application with the accompanying documents to: krista.k.cox@wv.gov by June 5, 2017.

Mail - Mail completed application with the accompanying documents to the address below. Applications must be postmarked by June 5, 2017.

Alyssa Keedy, Acting Director
Governor's STEM Initiative
West Virginia Department of Education and the Arts – Office of the Secretary
1900 Kanawha Boulevard, East
Building 5, Room 205
Charleston, WV 25305



Project Form - Complete the Project Form entirely.

Please Note: the grantee is the organization that receives/disperses grant funds (e.g. county board of education).

Grantee Organization/School:		Grantee FEIN # (Schools that do NOT have a FEIN # may use their county board of education's FEIN #)
Grantee Mailing Address:		County:
Project Lead/Contact Person:		Project Lead Mailing Address: (if different from grantee mailing address)
Phone:	Email:	
Briefly describe your organization/school. Include your mission and goals (limit 500 characters):		
Project Name:	Project Timeframe:	
Projected number of students participating:		
Projected number of teachers/leaders participating:		
Briefly describe your proposed project (limit 200 characters):		
Briefly explain how this project meets and supports the STEM Application Criteria as listed on page 1 of this application (limit 200 characters):		



Project Objectives:

Describe the project objectives (what you want people to know and be able to do).
Must include at least two objectives.

Objective #1	
Objective #2	
Objective #3	
Objective #4	



Project Budget:

Complete this Project Budget Form and submit with an original signature. Signature must be from the person who can legally obligate the applicant.

<i>Expenses for this project</i>	
Item	Amount
TOTAL	\$

<i>Income for this project</i>	
	Amount
This request:	
*Additional funding (include source)	
TOTAL	\$

*Not required

Signature: _____ Date: _____

Print Name & Title: _____



Project Narrative:

Respond to each of the following questions within your narrative completely. Responses may be typed directly into the boxes on this form. Please limit total project narrative response to no more than two pages.

Who will oversee the project?

(Include name, title, and qualifications for the Project Leader, as well as any additional key project contacts.)

Who will participate in the project and how will you identify/recruit participants?

What are the project activities and when will they take place?

(Please include a timeline from planning through implementation.)

Where will this project occur?



STEM Mini-Grant Frequently Asked Questions

1. Can I apply for the summer 2017 mini-grant opportunity and use the funds for a STEM project during 2017 school year?

Yes, you may apply for the summer mini-grant opportunity for a project planned to take place at the beginning of the 2017 school year.

All projects, however, must take place by December 1, 2017 and final reports must be submitted by February 1, 2018.

2. I previously applied and/or received a STEM mini-grant – am I eligible to apply again?

Yes, you may apply for the STEM mini-grant program even if you have previously applied and/or were awarded a mini-grant.

3. Can an organization apply for multiple projects?

Yes, an organization may apply for funding for multiple projects.

4. Do I need to sign the application if I submit my mini-grant application electronically?

Yes, your mini-grant application must be signed in order to be considered. A signed application can be mailed or scanned and emailed to krista.k.cox@wv.gov.

5. Does the 200 character limit on the mini-grant application include letters and spaces?

No, the 200 character limit does not include spaces.

6. What if I don't know my school/organization's Federal Employer Identification Number (FEIN)?

Your school/organization FEIN is required. Your school/organization's finance personnel should have this information.

If a school does not have its own FEIN, a school may work with its county board of education office to utilize the county's FEIN.

Please note: if a county board of education's FEIN is used, the grant funds will be issued directly to the county board office. It is up to the school to work with the county to obtain the grant funds.

7. When will I be notified if my project will be funded?

If your STEM project is selected to be funded, you will receive an email notification by June 23, 2017. The award notification will include additional instructions on next steps.