

HATS STEDTRAIN 2008 - 2009 Seed Grants: Proposal Guidelines

- Eligibility: Public and private non-profit, tax-exempt K-12 schools in Jackson, Madison, Marshall, Morgan and Limestone Counties in Alabama and Lincoln County in Tennessee.
- BE ADVISED: Seed Grants are for new projects. Proposals for continuation of previously funded projects will receive funding only if sufficient funds are available to fund all qualified proposals for new projects. Unless there are unusual circumstances individual schools should not anticipate more than two awards. Funds will not be provided for substitute teachers, travel, accommodations, conference or competition fees, office furniture or office supplies.
- Proposals are to be submitted on the official, three page Application Form (downloadable from the STEDTRAIN Web Page either in Microsoft Word or PDF formats) according to these guidelines and any further instructions specified on the Form. Proposals shall be written and submitted by the proposed lead teacher. Principals must sign proposals submitted by postal mail. Electronic submissions will be authenticated by sending receipt confirmation to principals who must indicate their approvals of the proposals submitted by reply to our email messages.
- Full information requested on the grant application form must be supplied. Incomplete information as well as failure to follow proposal guidelines and Form instructions will result in loss of scoring points and perhaps even disqualification. The schedule for grant performance must include the dates for submission of a required midterm report (January 20, 2009) and for participating in the STEDTRAIN Conference (See below conditions for Award Acceptance). The report may be as short as one page but shall not exceed two pages and can be e-mailed.
- Submitted proposals will be evaluated according to the following criteria:

Criteria	Weight %
➤ Potential of project for achieving in-depth learning and appreciation of math, science, or technology	30
➤ Potential for widespread student involvement	20
➤ Innovativeness	15
➤ Compliance with proposal guidelines and prior grant requirements*	15
➤ Evaluation Strategy	10
➤ School need (as indicated by percent free lunches)**	10

* Teachers who have received grants in the past also will be scored on their compliance with prior grant requirements, i.e., attendance or representation at check presentation ceremony, submittal of reports and participation in the STEDTRAIN Conference.

** If no free lunch percentage is entered on the application form, it will be assumed as zero, resulting in loss of scoring points.

- **Conditions for Award Acceptance:**

- Be present (or send a representative) at a 5 PM check presentation ceremony. Non-appearance without prior notification can result in forfeiture of grant award.
 - Submit a midterm report (one to two pages maximum, due Monday, January 20, 2009).
 - Give presentation (poster display and 10-min. or less oral) on your project at the Annual STEDTRAIN Conference. Schedules presented in proposals should include time for exhibiting and presenting at the 2009 STEDTRAIN Conference (tentatively scheduled for Spring 2009, dates to be announced). Oral presentations will be in the late afternoon. Poster displays can be of the unattended variety.
 - Be responsive to communications from the HATS office and STEDTRAIN volunteers.
 - Co-operate in facilitating at least one classroom visit by STEDTRAIN volunteers.
 - Notify the STEDTRAIN Committee Chairman if the grant activities, for whatever reason, cannot be conducted as presented in the proposal. Grant funding may not be awarded, or may not be redirected, if the lead teacher for the proposed project is unable to carry out management of the project at the applying school. Should a lead teacher for a grant change schools in any of the eligible counties, the grant may be transferred to the new school if both principals agree. If such agreement is not forthcoming one week before the awards ceremony, the grant may remain at the old school if the principal has submitted in writing that a duly committed and qualified teacher has been designated. The principal of the applying school must notify HATS in a timely fashion of a lead teacher's unavailability and the proposed implementation plan for the project or forfeit the grant.
- Proposals, on official Application Forms, are to be received by mail, postmarked no later than **Tuesday, April 1, 2008** or by E-MAIL attachment before **4:30 PM, Tuesday, April 1, 2008**. Official Application Forms can be down loaded from the HATS-STEDTRAN web page (<http://www.hats.org/STEDTRAIN/stedtr.shtml>). An example application can also be accessed from this site.
 - Reasons for Proposal Disqualification: Requests for funds exceeding \$1000. Proposals submitted in any other format than that specified. Late proposals. Proposals lacking principal signature or e-mail authentication.
 - Grant recipients will be announced on or about June 20, 2008 and funding will be awarded to the school on or about August 19, 2008.
 - Selected project grants will be publicized in various public media accessible to HATS and the STEDTRAIN Committee. This recognition will achieve a high profile in the community for the project leaders and their schools.