

**HUNTSVILLE ASSOCIATION OF TECHNICAL SOCIETIES'
(HATS)
SCIENCE AND TECHNOLOGY EDUCATION AND TRAINING
(STEDTRAIN) PROGRAM
Seed Grants Proposal and Award Guidelines**

**PROPOSAL APPLICATION INFORMATION
APPLICATION DEADLINE: APRIL 1 OF CURRENT YEAR FOR
THE UPCOMING SCHOOL YEAR**

GENERAL INFORMATION

Seed Grants are for new classroom projects. Grants are awarded for proposals involving science, technology, engineering, or math. Grant funds may be used for the purchased of materials, software, or equipment to further the objectives of the proposal. Grant funds shall NOT be used for providing for substitute teachers, travel, accommodations, conference or competition fees, trophies, office furniture or supplies, or classroom equipment not explicitly related to the proposal. Granting is based on evaluation of proposals and on the funds available for the school year of grants. Proposals for continuation of previously funded projects will be considered only if sufficient funds are available after funding of all qualified proposals for new projects. Unless there are unusual circumstances individual schools will not receive more than two awards. Individual teachers will be limited to one award per year. Grants carry a maximum award of \$1000.

Awards are based on the amount of funds available and the quality of proposals. Proposals are evaluated and scored according to criteria given below. Proposal score determines qualification for funding and score rank determines distribution order of available funds.

Notification of an award will be made on or about July 1 to the lead teacher and Principal.

ELIGIBILITY

All K-12 teachers currently employed in public and private non-profit, tax-exempt schools in **Jackson, Madison, Marshall, Morgan, and Limestone Counties in Alabama** and **Lincoln County in Tennessee** are eligible to apply.

EVALUATION CRITERIA

Submitted proposals will be evaluated and scored according to the following criteria:

In-Depth Learning: 30%

Does this proposal promote and encourage critical thinking and analytical thought? Will students be guided to understand, to the extent that they could teach their peers, the underlying scientific principles that support the activity proposed?

Innovativeness: 30%

Does this proposal present an interesting way to capture the student's imagination in a new way? We not only aim to encourage STEM* career pathways but also to produce a STEM knowledgeable citizenry in order that those pathways will exist.

*Science, Technology, Engineering, and Mathematics (STEM) Education

School Need and Potential for Wide Involvement: 20%

What is the percent of free lunches? Can and will this grant be used repeatedly over more than one class, or one term, or one year? Will there be a need for considerable replenishment of consumables in order to do so? Consider the class, school-site academic department, school, and district implications and data.

Student Evaluation Strategy: 10%

Does this proposal indicate a particular knowledge starting LEVEL? Does it propose a definite knowledge increase? Has it a specific plan to evaluate this increase such as pre- and post test, production of student reports, and production of student constructions?

Professionalism: 10%

Quality of proposal presentation, i.e., are the questions asked fully answered in a thoughtful and professional manner? Teachers who have received prior grants will be also be scored on their professionalism in following prior grant requirements, i.e., attendance or representation at check presentation ceremony, on-time submittal of reports, and participation in the STEDTRAIN Conference.

APPLICATION PROCEDURE

ONLY ON LINE APPLICATIONS ARE ACCEPTABLE.

- a. Use HATS STEDTRAIN Website - www.hats.org/STEDTRAIN/stedr.shtml to submit the proposal. Follow all directions provided.
- b. Proposals shall be written and submitted by the proposed lead teacher using the form online.
- c. Principals and teachers must authenticate submitted proposals via the online form prior to the submission deadline.

NOTE: Example(s) of proposal(s) may be accessed from the www.hats.org/STEDTRAIN/stedr.shtml site for your convenience and for the purpose of general guidance.

DISQUALIFICATION

- Incomplete or late proposals.
- Proposals not written and submitted by the proposed lead teacher using the online form-outline.
- Proposals not authenticated prior to the submission deadline.
- Proposals that do not follow all the guidelines.
- Requests that exceed \$1000.

FULLFILLMENT REQUIREMENTS

- Attend (arriving and departing on time) the check presentation ceremony starting at 5PM (Social at 4:30 PM) This will be held in late summer and will be scheduled to avoid interfering with the beginning of the school year.
- Submit an electronic midterm report to be **RECEIVED** using the required format no later than **January 20**. These reports should include an evaluation of the grant's contribution to the teacher's professional development.
- Present (electronically - Power Point, Video, etc.) in 5 minutes or less project goal, objectives, and learning outcomes at the Annual HATS STEDTRAIN Conference. Teachers should also complete the questionnaire concerning the grant's contribution to their professional development at that time.
- One of the purposes of the Awards Ceremony and the Conference is to facilitate information and idea exchanges and also networking. Teachers therefore shall be present for the entire events.

Non-appearance without prior notification and absence approval can result in immediate forfeiture of grant award or a loss of points in the evaluation of a future grant application.

- Be responsive to communications from the HATS Board of Directors and HATS STEDTRAIN volunteers; including all classroom visit(s) by HATS STEDTRAIN volunteers to determine project status and progress.
- Provide the funding source (HATS STEDTRAIN) to all inquiring parties regarding the project AND display the HATS STEDTRAIN poster within classroom space and/or at the school site's main entrance.
- Complete any HATS STEDTRAIN Questionnaires.
- The receiving school must provide annually a nonexpendable items utilization report to ensure that the investment is properly utilized.

CIRCUMSTANCE REQUIREMENTS

- Recipients are required to notify the HATS STEDTRAIN Committee Chair, if the grant activities, for whatever reason, cannot be conducted as presented in the proposal. Grant funding may not be awarded nor redirected without the HATS STEDTRAIN Committee review and approval. If the lead teacher for the proposed project is unable to execute and/or manage their approved project at the applying school and the same teacher has transferred to another area school, the grant may be transferred to the new school if both principals agree in writing and the written agreement is provided to the HATS STEDTRAIN committee chair no later than the due date for midterm reports. (This exception will only be approved if the grant's lead teacher changes schools within the counties eligible for STEDTRAIN awards.) In any other instance, materials remain at the school to which the teacher was originally assigned to teach and for which the grant award was originally intended. All unspent monies, in the latter instance, must be returned to HATS STEDTRAIN on or before the due date for midterm reports directly from the teacher by official bank check, official school check, bank-drafted money order, or post office money order.
- Failure to complete and/or implement the project for any other reasons will result in the violation of the understood conditions noted herein and result in the teacher and school forfeiting all funds submitted. Repayment must be received no later than 10 business days after the spring HATS STEDTRAIN conference date and paid by official bank check, official school check, bank-drafted money order, or post office money order.