

# 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 UPGOMING 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 may 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. Successful grant proposals are those that strictly comply with and address the evaluation outline. Proposals that obviously seek to obtain just hardware without a good program are rated low. 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 are 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 about July 31 to the lead teacher and Principal. Both must respond with their acceptance of the Grant.

#### 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: 10%**

What is the percent of free lunches?

**Potential for Wide Involvement: 10%**

Can or will this grant be used repeatedly for more than one class, one term, or one year? Can or will the methods, materials, or instructions of this grant be taught or shared with other teachers and/or schools?

**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 HATS STEDTRAIN Conference.

**APPLICATION PROCEDURE**

ONLY ON LINE APPLICATIONS ARE ACCEPTABLE.

- a. Use HATS STEDTRAIN Website - [www.hats.org/STEDTRAIN/stedtr.shtml](http://www.hats.org/STEDTRAIN/stedtr.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 and certified annual reporting of nonexpendable items use via the online form prior to the submission deadline.

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

**DISQUALIFICATION**

- Incomplete or late proposals. Late proposals DQ is automatic by the server clock.
- Proposals not written and submitted by the proposed lead teacher using the form online.
- Proposals not authenticated prior to the submission deadline. DQ is automatic by the server clock.
- Proposals that do not follow all the guidelines.

**PROPOSAL ACCEPTANCE AND FULFILLMENT REQUIREMENTS**

- Attend or have a representative attend (arriving and departing on time) the check presentation ceremony starting at 9:00 A.M. until ~ noon (Social at 8:30 A.M.). 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 midnight **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 held in the Spring.
- One of the purposes of the Awards Ceremony and the Conference is to facilitate information and idea exchanges and 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 office and HATS STEDTRAIN volunteers; including any and all classroom visits 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 HATS STEDTRAIN poster within classroom space and/or at the school site's main entrance.
- Complete any HATS STEDTRAIN Questionnaires.

## **NOTICES**

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 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 HATS STEDTRAIN Seed Grant 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 under control of and annual reporting of the principal. 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 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.

Last revised: 21 January 2011