

# 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 or programs that facilitate the learning of science, math, engineering, and/or technology by means such as hands-on activities, student teamwork, or students teaching other students. While grant funds may be used for the purchase of materials, software, or equipment to further the objectives of the proposal, **the project or program is the only part that will be ranked.** Thus, a grant request for an Elmo, Activboard, or computer program that does not directly support a specific innovative project or program **will not be funded.** Successful grant proposals are those that strictly comply with and address the evaluation outline.

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. Including these items will lower the ranking. **If a grant were to be awarded, the associated funds will be withheld from that grant.**

**The maximum grant award is \$1000.** Individual teachers will be limited to one award per year. Grant awards are based on evaluation of proposals and on the funds available for the school year of grants. Unless there are unusual circumstances, individual schools will not receive more than two awards. 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, and the proposals meet the evaluation criteria.

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:

**1. Extent of Hand-On Activity: 30%**

The degree **to which** the proposed project provides for student hands-on experiences.

**2. Extent of Student-Student and/or Teacher-Teacher Interactions: 20%**

The degree to which the proposed project provides student and/or teacher teamwork for students teaching other students and/or teachers teaching other teachers.

**3. Student Evaluation Strategy: 15%**

Does the proposal 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?

**4. Potential for Wide Involvement: 15%**

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?

**5. Professionalism: 10%**

Qualities 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.

**6. School Need: 10%**

What is the percent of free lunches?

**APPLICATION PROCEDURE**

**ONLY ON LINE APPLICATIONS ARE ACCEPTABLE.**

- a. Use HATS STEDTRAIN Website - [www.stedtrain.org](http://www.stedtrain.org) to submit the proposal. Follow all directions provided.
  - b. Start early in case there are any potential problems with access to the HATS STEDTRAIN website and/or the electronic forms. If problems occur, contact HATS STEDTRAIN immediately.
  - c. Proposals shall be written and submitted by the proposed lead teacher using the form online.
  - d. Teachers must authenticate submitted proposals via the online form prior to the submission deadline
  - e. Coordinate with your Principals early. Principals must authenticate and certify annual reporting of nonexpendable items used via the online form not-later-than two days after the teacher submission deadline.
- NOTE:** Example(s) of proposal(s) may be accessed from the [www.stedtrain.org](http://www.stedtrain.org) 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 by two days after the teacher 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 (typically the last Saturday of August) to avoid interfering with the beginning of the school year.
- Submit an online electronic midterm report to be **RECEIVED** 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, and other approved media uploaded to the online site) 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. Therefore, teachers 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 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 the HATS STEDTRAIN poster at the school site's main entrance and if available, another poster within or just outside the classroom space.
- 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 to another teacher or project without the STEDTRAIN Committee's 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 be approved **only** 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: 12 January 2012