Attachment B

Superintendent’s Memo #223-19

September 20, 2019

STEM Competition Team Grant Initiative

A State-funded Initiativefor PK-12 Schools

Application

Virginia Department of Education

Office of STEM and Innovation

Application due on or before

October 18, 2019

Email signed application to [Tina.Manglicmot@doe.virginia.gov](mailto:Tina.Manglicmot@doe.virginia.gov)

# APPLICATION PACKET OVERVIEW

**PART I**: **Contact Information**

Provide contact information for each of the Core Implementation Team members.

**PART II: Abstract**

Prepare an abstract (not to exceed a total of one page) that briefly outlines the plan to carry out the initiative requirements, criteria for selection of students to participate, and summary of the overall evaluation process.

**PART III: Proposed Budget**

Prepare a proposed budget for planning and implementation activities.

**PART IV: Signed Agreement**

Submit the completed Application Packet to include the signed agreement by the division superintendent certifying the division and school will comply with the statement of assurances. When grant awards are sought for multiple schools within the division, an Application Packet to include the signed agreement should be submitted for each school.

Submit the completed application packet in WORD format and attach a copy of the scanned signed assurances page to the Virginia Department of Education (VDOE). Email Dr. Tina Manglicmot, Office of STEM and Innovation, at [tina.manglicmot@doe.virginia.gov](mailto:tina.manglicmot@doe.virginia.gov) on or before **October 18, 2019.**The VDOE will send grant award notifications to applicable school division superintendents by **November 22, 2019,** and distribute the associated funds by **December 13, 2019**.

See the *Stem Competition Team Guidance for Submission of Application* document for additional information.

# PART I: Contact Information

**Name of Host School Division (Fiscal Agent):** *Click here to enter text.*

**Name of Host School:** *Click here to enter text.*

**Free and Reduced Lunch Percentage**: *Click here to enter text.*

**Core Implementation Team** (At least one team lead for the initiative is required at each school)**:**

**Teacher/School Administrator 1**

Name: *Click here to enter text.* Title: *Click here to enter text.*

Telephone: *Click here to enter text.* Team Role: *Click here to enter text.*

E-mail: *Click here to enter text.*

**Teacher/School Administrator 2**

Name: *Click here to enter text.* Title: *Click here to enter text.*

Telephone: *Click here to enter text.* Team Role: *Click here to enter text.*

E-mail: *Click here to enter text.*

**Teacher/School Administrator 3**

Name: *Click here to enter text.* Title: *Click here to enter text.*

Telephone: *Click here to enter text.* Team Role: *Click here to enter text.*

E-mail: *Click here to enter text.*

If applicable, provide the name(s) of school division partner(s) assisting with the initiative:

**Name of School Division Partner:** *Click here to enter text.*

**Name of School Division Partner:** *Click here to enter text.*

**Name of School Division Partner:** *Click here to enter text.*

# PART II: Abstract

**DIRECTIONS:** Describe the STEM Competition Team Grant Initiative. Outline your plans to carry out the requirements. Please be brief and concise (limit to one page).

# PART III: Budget

| **Budget Categories** | **Object** **Code** | **State Funding** | **Optional**  **(Local and/or Other Funds)** |
| --- | --- | --- | --- |
| Staff Salaries/Wages/Stipends  **(May not exceed 10% of the grant award amount - $500)** | 1000 | $ | $ |
| Staff Professional Development | 1000 | $ | $ |
| STEM Competition Registration | 3000 | $ | $ |
| Bus Transportation:  (Transport students to and from school to competition site) | 5000 | $ | $ |
| Meals  (Meal and snack costs for staff and students not to exceed state rates for breakfast, lunch, and two nutritional snacks)  **\*see note below** | 5000 | $ | $ |
| Robotics Kit | 6000 | $ | $ |
| Required STEM Competition Supplies/Materials  (Computers cannot be purchased with STEM Competition Team Grant Initiative state funds except where a specialized device is required.) | 6000 | $ | $ |
| Instructional Materials  (Instructional software programs, DVDs, textbooks, workbooks, reference materials, program materials and supplies, etc.) | 6000 | $ | $ |
| **TOTAL AWARD - $5,000** |  | $ | $ |

\*Schools may be eligible to receive Federal reimbursement for meals if they qualify for the Summer Food Service Program (SFSP).

# PART IV: Statement of Assurances

**Name of Host School Division (Fiscal Agent):**

**Name of Host School:**

The above named school division and school agree to implement the *Virginia STEM Competition Team Grant Initiative* goals and comply with all requirements outlined in the application guidance as set forth by the Virginia Department of Education.  
  
The Core Implementation Team shall

* Consist of one or more teachers and/or school administrators that have appropriate knowledge to support a student team for the applicable STEM competition.
* Identify appropriate meeting space, training, equipment and other resources and activities required to implement the STEM competition team at the designated school.
* Complete the required evaluation of the overall planning and implementation activities associated with the grant award as well as outline action steps to be taken by students and school/division staff that will continue engagement in extracurricular, STEM-related team competitions that further increases awareness of careers in science, technology, engineering and mathematics (STEM).
* The school will obtain and maintain on file signed agreements from participating students and their parents that the student will adhere to the school’s *Code of Conduct.*
* All state funds allocated for this program will be used for expenditures associated with the STEM Competition Team Grant Initiative and approved by the Virginia Department of Education.
* No child shall be denied participation due to race, sex, color, national origin, sexual orientation, gender identity, political affiliation, or disability.
* Funded programs must meet the following qualifications:
  + Public Elementary. Middle or High School
  + Before, During or After-School Program
  + **New** STEM Competition Team
  + Greater than 40% of students are eligible for Free or Reduced Lunch

Division Superintendent’s Name Division Superintendent’s Signature Date

Submit Virginia STEM Competition Team Grant Initiative Application

Email application by: **October 18, 2019**

To [tina.manglicmot@doe.virginia.gov](mailto:tina.manglicmot@doe.virginia.gov)

The Office of STEM and Innovation

(804) 786-2481

Note: Please submit application in WORD format and attach a scanned copy of the signed assurances page.

The Virginia Department of Education does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, or against otherwise qualified persons with disabilities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans.