**Attachment B**

**Supt’s Memo #240-17**

**August 18, 2017**

**VIRGINIA STEM COMPETITION**

**TEAM GRANT INITIATIVE**

**A STATE-FUNDED, AFTER-SCHOOL INITIATIVE FOR SECONDARY SCHOOLS**

**Application Packet**

**Due**

**September 22, 2017**

**to**

**Virginia Department of Education**

**Office of Science, Technology, Engineering, and Mathematics**

**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 host 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 to the Virginia Department of Education (VDOE), Dr. Tina Manglicmot, Office of Science, Technology, Engineering, and Mathematics, at [tina.manglicmot@doe.virginia.gov](mailto:tina.manglicmot@doe.virginia.gov) on or before **September 22, 2017.**

The VDOE will send grant award notifications to applicable school division superintendents by **October 13, 2017** and distribute the associated funds by **October 20, 2017**.

See the *Stem Competition Team Grant Program and Fund - Guidance Document* for additional information.

**Application**

**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)**:**

1. **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.*

Email: *Click here to enter text.*

1. **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.*

Email: *Click here to enter text.*

1. **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.*

Email: *Click here to enter text.*

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

1. **Name of School Division Partner:** *Click here to enter text.*
2. **Name of School Division Partner:** *Click here to enter text.*
3. **Name of School Division Partner:** *Click here to enter text.*
4. **Name of School Division Partner:** *Click here to enter text.*

**PART II: Abstract**

**Virginia STEM Competition Team Grant Initiative**

**A State-funded, After-school Initiative For Secondary Schools**

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

Click here to enter abstract text.

**PART III: Proposed Budget**

**Virginia Department of Education**

**STEM Competition Team Grant Initiative - A State-funded, After-school Initiative For Secondary Schools**

**Host School Division Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Public School Host Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROPOSED BUDGET**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Categories** | **Object**  **Code** | **TOTAL** | |
| **State Funding1** | **Optional**  **(Local and/or Other Funds)** |
| Staff Salaries/Wages/Stipends**2** | 1000 | $ |  |
| Staff Professional Development | 1000 | $ |  |
| Bus Transportation:  (Transport students to and from school to competition site)  Approximately $750 per day (which includes salary and mileage) x 1 day | 5000 | $ |  |
| Robotics Kit from ABC Company | 6000 | $ |  |
| Required STEM Competition Supplies/Materials | 6000 | $ |  |
| Instructional Materials | 6000 | $ |  |
| STEM Competition Registration | 3000 | $ |  |
| Meals3 | 5000 | $ |  |
| **TOTAL** |  | $ |  |

**1** School divisions may receive funds up to $5,000 for each high school. The school division’s total state-funded allocation is not to exceed $10,000 per year. Public secondary schools at which at least 40 percent of the students qualify for free or reduced lunch are eligible.

**2** Staff salaries/wages/stipends are not to exceed 10 percent of the grant award amount.

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

**PART IV: Signed Agreement**

**STATEMENT OF ASSURANCE**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Host School Division)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (NAME OF HOST SCHOOL)

The above named school division and school agree to implement the *Virginia STEM Competition Team Grant Initiative For Secondary Schools – Guidance Document* goals and comply with all requirements outlined in the application guidance as set forth by the Virginia Department of Education.

1. The Core Implementation Team shall

* Consist of one or more teachers and/or school administrators who 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 effectively implement the STEM competition team at the annotated school.
* Complete a written 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).

1. 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.*
2. 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.
3. No child shall be denied participation due to race, sex, color, national origin, sexual orientation, gender identity, political affiliation, or disability.
4. Funded programs must meet the following qualifications:
   1. Secondary School
   2. After-School Program
   3. New STEM Competition Team
   4. Greater than 40 percent of students are eligible for free or reduced lunch

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division Superintendent’s Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division Superintendent’s Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |
|  |  |  |
|  |  |  |

**Name of Host School Division \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Host School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Submit Virginia STEM Competition Team Grant Initiative Application

Via Email:

by **September 22, 2017**

to tina.manglicmot@doe.virginia.gov

The Office of Science, Technology, Engineering, and Mathematics

(804) 786-2481

Note: Please submit application in WORD format

FOR VDOE USE ONLY

Approved on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VDOE STEM Director’s Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VDOE STEM Director’s Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

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