



# REQUEST FOR APPLICATIONS

**Commitment to Excellence in Science, Technology,  
Engineering and Mathematics (STEM)**

## **GRANT APPLICATION**

### **COMPETITION #15 / 2024-2025 Cycle**

**As funded by Act 529 of 2001 through the Arkansas  
Committed to Education Foundation and  
administered by The Arkansas STEM Coalition  
(ACEF License Plate Funds)**

#### **APPLICATION DUE DATES**

- **APPLICATIONS AVAILABLE: Thursday, August 1, 2024**
- **APPLICATIONS DUE: Friday, September 20, 2024, by 5:00 PM**
- **FUNDING NOTIFICATION DATE: Monday, September 30, 2024**
- **FINAL REPORTS DUE: Sunday, June 30, 2025, by 5:00 PM**

**Electronic Submission ONLY in a single electronic file  
(except for specific pages indicated) must be emailed to:**

**[Grants@ArkansasSTEMCoalition.com](mailto:Grants@ArkansasSTEMCoalition.com)**

# Commitment to Excellence in Science, Technology, Engineering and Mathematics (STEM) Grant

The Arkansas STEM Coalition is requesting applications for the Commitment to Excellence in STEM Grant to promote STEM education in Arkansas's grade 3-6 classrooms. The purpose of the Commitment to Excellence in STEM Grant is to help bridge the technology divide that exists in Arkansas public schools, particularly in schools serving third through sixth grades, by recognizing schools through technology-based incentives.

Funding for these grants is made available through the sale of special "Committed to Education" license plates that are offered by the Arkansas Department of Finance & Administration and are purchased by Arkansas vehicle owners each year. A portion of the funds received for each license plate are deposited with the Arkansas Committed to Education Fund (ACEF). ACEF has partnered with The Arkansas STEM Coalition to create and administer the Commitment to Excellence in STEM Grant program in order to disburse the license plate funds collected to deserving schools. In keeping with the original purpose of the funding in Act 529 of 2001, the Arkansas STEM Coalition has developed a grant process to distribute the funds. Each year, The Arkansas STEM Coalition releases a Request For Applications (RFA) which sets out that year's available funding, eligible entities, grant parameters, deadlines, and application requirements.

The amount of funding available for each cycle will be equal to the amount received by The Arkansas STEM Coalition from ACEF the prior July 1-June 30 that is earmarked for grant funding, plus any funds that were not awarded from the previous cycle. For the 2024-2025 cycle, this includes grant funds received from July 1, 2023-June 30, 2024 of \$85,000.00 plus unawarded amount of \$3,064.99 from the 2023-2024 cycle, for a total available of \$88,064.99.

Applications will be reviewed and scored using a consistent rubric, which is attached to the application, with applicants scoring based on various eligibility and demographic criteria as well as their completed applications. Awards will be announced based on the stated schedule, with the amounts and names of grantees made public. NOTE: Any application scoring below 70.0 points will not be funded.

The equipment and materials purchased with grant funds will be used by Arkansas students during hands-on learning activities in order to develop better knowledge of and a deeper understanding of concepts in physical, life and earth sciences, mathematics, technology, engineering, and other STEM subjects. Professional Development (PD) will be secured by the applying entities in order to increase the teachers' content and instructional skills in the STEM areas needed to fully utilize the equipment and materials purchased with grant funds. PD will be provided at the school site, in the student classrooms, and/or offsite.

## **Applications will be accepted from the following eligible entities:**

- ALL public school districts and public schools in Arkansas that serve third, fourth, fifth, and/or sixth grades are eligible to apply, either through a STEM Center, as individual schools, or in collaboration with a public school district.
- Only ONE application per school will be accepted, either through a STEM Center or from the public school or public school district.
- Each public school included in an application must teach at least one of the following grades: third, fourth, fifth, or sixth. Public schools that teach at least one of these grades are eligible, regardless of which other grades are taught or not taught at that school or district.

- The below University STEM Centers are eligible to apply, on behalf of individual public schools or on behalf of public school districts:
  - A-State Delta STEM Education Center (Arkansas State University)
  - A-State Rural STEM Education Center (Arkansas State University)
  - ATU STEM Education Collaborative (Arkansas Tech University)
  - Lewis “Tony” Finley STEM Center (Harding University)
  - The STEM Center at Henderson State University (Henderson State University)
  - Southern Arkansas University STEM Center for K-12 Education (Southern Arkansas University)
  - STEM Education Center (University of Arkansas at Fort Smith)
  - UA Little Rock STEM Education Center (University of Arkansas at Little Rock)
  - UAM STEM Center (University of Arkansas at Monticello)
  - Mathematics and Science Pre-College Center (University of Arkansas at Pine Bluff)
  - UCA Institute for STEM Professional Development and Education Research (University of Central Arkansas)
- NO entity will be eligible to apply if they have retained unspent funds from prior year awards that have not yet been returned to The Arkansas STEM Coalition. Once funds have been fully spent and accounted for or have been returned, entities may become immediately eligible as long as other eligibility requirements are met.
- NO entity will be eligible to apply if they have any outstanding report(s) due to The Arkansas STEM Coalition from prior funding cycles. Once all outstanding report(s) have been submitted to The Arkansas STEM Coalition, entities may become immediately eligible as long as other eligibility requirements are met.

**NOTE: If you represent a higher education STEM Center in Arkansas and would like to become an eligible entity, please email us at [Grants@ArkansasSTEMCoalition.com](mailto:Grants@ArkansasSTEMCoalition.com) or call us at 501-425-9995.**

#### **Award Limits:**

- The total amount of funding available for the 2024-2025 funding cycle is \$88,064.99. The amount of actual funds awarded may be slightly less or slightly more, in the sole discretion of The Arkansas STEM Coalition, based on a variety of factors. Any funds from this cycle that are not disbursed may be rolled over to the 2025-2026 funding cycle.
- There is not a limit on the number of schools that may be included in any single application, whether the applying entity is a STEM Center or a school district. However, each school must be individually eligible in order to be included in any application.
- There is no minimum request amount for individual schools or for combined applications.
- There is no maximum request amount for combined applications, but the maximum requested amount per school is \$10,000.00. This is not an average. Each school’s individual budget request may not exceed \$10,000.00, including costs for professional development (either paid through grant or taken as a Professional Development Consulting Fee).
- Each school’s budget request may include up to 15% of the total award (up to \$1,500 if requesting the full \$10,000) for the applying entity to provide Professional Development, which should be reflected in the budget. Please note:
  - This does not mean you can request \$10,000 in equipment plus \$1,500 for professional development; the entire budget request must not exceed \$10,000.
  - The only way to get the full \$1,500 for PD is to ask for the full \$10,000 award with \$1,500 for PD and \$8,500 in equipment.

- You can calculate the maximum amount you can request for PD by filling in the highlighted cells on the first tab of the budget spreadsheet (Calculate & Check PD).
- If more than 10% of the total award is being requested for PD, the budget must include an itemized list of expenses, and reports will be required to itemize these expenses and provide receipts showing purchase/expenditures for each item.
- If you are requesting 10% or less of your award amount for PD, this can be considered a PD Consulting Fee. You do not have to itemize expenses on your budget, and you will not need to provide receipts showing purchase/expenditures for each item. The total allowable amount for a PD Consulting Fee is 10% of the total award (up to \$1,000).
- The lowest scoring limit for funded applications is 70.0 points. Any application scoring below 70.0 points will not be funded.

**Provisions:**

- Schools that have not been awarded this grant in the past, whether individually or through STEM Centers, will be given priority during the scoring process as indicated in the included scoring rubric.
- Funds awarded for materials and/or equipment must be used to purchase tangible materials and/or equipment that directly affects student learning in STEM areas. Examples of items allowed include lab equipment (i.e. microscopes, proscopes, beakers etc.), science kits which include equipment and resources, technology equipment or software (i.e. netbooks, probeware, GPS, etc.), mathematics manipulatives, makerspace supplies and equipment, robotics equipment and kits. These are examples; specific materials and equipment must be listed in a proposed budget included in the application.
- Consumable materials are allowed, but priority will be given to projects that provide lasting, durable materials and/or equipment that will be used over multiple years.
- Purchases that are NOT allowed include, but are not limited to:
  - Time-Limited memberships
  - Field trips
  - Competition entry fees
  - Any intangible item(s)
  - Paying salaries or consulting fees that are not PD-related (you MAY pay somebody to conduct PD)
  - Indirect Costs
- Funds awarded for professional development may be used to:
  - purchase and/or reproduce professional development and/or teacher training materials, such as books, handouts, manuals, etc.
  - pay registration fees for instructors to attend professional development classes, conferences, and/or workshops.
  - pay for instructors to travel to professional development classes, conferences, and/or workshops.
  - pay mileage expenses incurred to attend professional development. Mileage should be paid at the State of Arkansas rate at the time the travel is made. A template for mileage reimbursement will be provided, but any invoice for mileage may be used that includes: date(s) of travel, starting and ending odometer readings for each trip (using a trip meter is acceptable), starting and ending address(es), and reason for travel. Invoices based on mileage estimates WILL NOT be acceptable. Do NOT attach Google Map/MapQuest directions to invoice in lieu of actual mileage.

- pay other approved costs, which must be explained and described in the application and approved as part of the award. If you have questions about allowable costs, email [Grants@ArkansasSTEMCoalition.com](mailto:Grants@ArkansasSTEMCoalition.com), or call 501-425-9995.
- Grants will be awarded on a competitive basis, with scores compiled through a uniform scoring rubric, a copy of which is attached to this application. Scoring will be based on the submitted application from each school, with weight and/or additional points given to schools that show evidence that:
  - They have not received this grant in the past. For schools that have received this grant in the past, a weighted score will be based on how long ago the grant was received, with schools that have never received the grant, or have not received it recently, receiving the most points and schools that have received the grant most recently receiving no points.
  - Schools are uniquely in need, and that funding is unlikely without this grant funding. Scoring will be weighted based on each district's Free & Reduced Lunch percent as well as each school's School Letter Grade and School Improvement Status.
  - Equipment purchased will serve multiple grades and larger percentages of students.
  - The equipment and materials purchased are lasting and durable, and will be used over multiple years.
- Any application scoring below 70.0 points will not be funded.
- Individual schools will be scored and awarded separately, regardless of the Applying Entity. Therefore, an application may include three schools, but one, two, or three may be awarded grant funds depending on each school's individual application score.
- Funds awarded will be distributed to the applying entity – a STEM Center, an individual school, or a school district – unless an agreement is made between the applying entity and The Arkansas STEM Coalition to have items purchased directly by The Arkansas STEM Coalition.
- Provisions for The Arkansas STEM Coalition to purchase materials and/or equipment, and to have it delivered to schools, will be agreed upon at the time awards are accepted by the applying entities, and may be subject to a written grant agreement between the entity and The Arkansas STEM Coalition. This agreement may include limited vendors and other factors and/or parameters that are more limiting than listed in this RFA.

**Things that will get your application booted (as in, we will not read it or score it):**

- Asking for more than \$10,000 per school, including professional development (for combined applications, it is for each individual school – NOT an average per school!)
- Asking for more than 15% of award for professional development
- “Signatures” that are typed or e-signed rather than handwritten. NO ELECTRONIC/E-doc signatures will be accepted!
- Not turning in a Grant Assurance Form
- Not having correct signature(s) on Grant Assurance Form
- Not turning in a Letter of Support from your Superintendent, if required
- Not having correct signature(s) on your Letter of Support from Superintendent, if required
- Turning in ANY part of application late (late is after 5:00 PM on September 20, 2024, no matter what and with no exceptions)
- Sending Zip files, files that can't be opened in Microsoft Word, or files on Google Drive that we can't access immediately

# APPLICATION CHECKLIST

Use this checklist to make sure that you have included all parts of the application for EVERY District and EVERY School that is participating.

- Applicant Information Sheet
- District Information Sheet for EACH Participating District (a form must be submitted for each participating district, even if the district is the applicant)
- The following pages for EACH Participating School (a separate form must be submitted for each participating school, even if school is the applicant):
  - School Information Sheet
  - Project Timeline & Standards
  - Project Narrative
  - Proposed Equipment Expense Budget
- Proposed Professional Development Expense Budget (one for application)
- TOTAL Combined Expense Budget (one for application)
- Grant Assurance Form (one for application) SIGNED BY APPROPRIATE PARTIES
- Superintendent Support Letters for Participating Schools/Districts SIGNED BY SUPERINTENDENT (one for every district participating)

**DO NOT send individual pages of the completed application, except for:**

- Budget Spreadsheet (if using Excel workbook)
- Grant Assurance Form (may be sent separately)
- Superintendent Support Letter (if required, may be sent separately)

The completed application should be in a single combined file (PDF preferred) containing ALL REQUIRED ITEMS from Application Checklist. If you send Zip files or files that can't be opened in Microsoft Word, your application may not be considered! Google Drive links are acceptable to single combined files; however, we must have immediate access to Google Drive files.

The complete application package must be EMAILED to [Grants@ArkansasSTEMCoalition.com](mailto:Grants@ArkansasSTEMCoalition.com) no later than Friday, September 20, 2024, at 5:00 PM. Late applications will not be considered. No exceptions. If your email is received one minute late, the application will not be considered. If all parts are not received by the deadline, the application will not be considered.

Application Due Date	Application Review Period	Award Notification Date	Grant Period	Equip Purchase Deadline	PD & Expense Deadline	Final Report Due
9/20/2024 by 5:00 PM	9/20/2024- 9/29/2024	9/30/2024	9/30/2024- 5/31/2025	4/1/2025	5/31/2025	6/30/2025 by 5:00 PM

**Commitment to Excellence in Science, Technology,  
Engineering and Mathematics (STEM) Grant  
APPLICANT INFORMATION SHEET  
(complete ONE for each application)**

**APPLYING ENTITY INFORMATION**

**(Checks will be written to Entity Name and mailed to Mailing Address)**

<b>Applying Entity Name</b>	
<b>Applying Entity is</b>	<input type="checkbox"/> an Individual School <input type="checkbox"/> a School District <input type="checkbox"/> a STEM Center
<b>Applying Entity Mailing Address</b>	

**Applying Entity Contact Names & Information**

**(This is who we will contact with questions or if we need additional information regarding your application)**

<b>Main Contact Name</b>	
<b>Main Contact Direct Work Phone</b>	
<b>Main Contact General Work Phone</b>	
<b>Main Contact Cell Phone</b>	
<b>Main Contact Email</b>	

<b>Backup Contact Name</b>	
<b>Backup Contact Direct Work Phone</b>	
<b>Backup Contact General Work Phone</b>	
<b>Backup Contact Cell Phone</b>	
<b>Backup Contact Email</b>	

# APPLICANT INFORMATION SHEET (CONT'D)

(for District or STEM Center applications only)

## Districts & Schools Included in this Application

(List ALL included in this application. Add more lines if needed.)

District Name(s)	School Name(s)

## STEM Center Information

(Complete ONLY if application is being submitted by a STEM Center)

University Name	University Name: STEM Center Name:
University DUNS number	
STEM Center Director Name (MUST MATCH GRANT ASSURANCE FORM)	
STEM Center MAILING Address	
STEM Center Director Work and Cell Numbers	Direct Work Number: Cell Number:
STEM Center Director Email	
Research / Sponsored Programs MAILING ADDRESS	
Main Contact Name (MUST MATCH GRANT ASSURANCE FORM)	
Main Contact Direct Phone	
Main Contact Cell Phone	
Main Contact Email	
Backup Contact Name	
Backup Contact Direct Phone	
Backup Contact Cell Phone	
Backup Contact Email	



# DISTRICT INFORMATION SHEET

(complete a separate page for each Participating District)

School District Name	
School District LEA #	
Superintendent's Name (MUST MATCH GRANT ASSURANCE FORM)	
Superintendent's Email	
Superintendent's Phone Number	
School District PHYSICAL Address (included for auditing/review purposes)	
School District MAILING Address	
School District General Phone Number	

# SCHOOL INFORMATION SHEET

(complete a separate page for each Participating School)

<b>DISTRICT Name</b>	
<b>Participating School Name</b>	
<b>Has this School been known by another name since 2010? If so, what other name has it had?</b>	
<b>Has this School merged with another school since 2010? If so, what school did it merge with?</b>	
<b>Participating School LEA#</b>	
<b>Participating School PHYSICAL Address (must include for auditing and review purposes)</b>	
<b>Participating School MAILING Address</b>	
<b>School phone number</b>	
<b>Principal's Name (MUST MATCH GRANT ASSURANCE FORM)</b>	
<b>Principal's Email</b>	
<b>Principal's Phone Number</b>	
<b>In what type of environment will equipment be used?</b>	<input type="checkbox"/> Regular classes <input type="checkbox"/> After-School <input type="checkbox"/> GT Breakouts <input type="checkbox"/> Other: _____
<b>Participating Grade Levels (for this school ONLY)</b>	<input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup> <input type="checkbox"/> 6 <sup>th</sup> <input type="checkbox"/> Other Grades (list): _____
<b>Has this school received this grant in the past? If so, what year(s)?</b>	

<b>Estimated Number of Students and Teachers Affected (report by Grade)</b>			
<b>Grade Level</b>	<b># Students Enrolled</b>	<b># Students Affected</b>	<b># Teachers Affected</b>
3 <sup>rd</sup> Grade			
4 <sup>th</sup> Grade			
5 <sup>th</sup> Grade			
6 <sup>th</sup> Grade			
Other Grades			
<b>TOTAL:</b>			

# PROJECT TIMELINE & STANDARDS

(complete a separate Project Timeline & Standards for each Participating School, even if funding the same project)

Participating School Name:
----------------------------

Complete the chart below to indicate the timeline for implementation of equipment purchase, distribution, and usage as well as PD. This timeline should guarantee that the project will be completed and the final grant report will be submitted by the reporting deadline!

Activity	Person/People Responsible for Performing Activity	Estimated Start Date	Estimated Completion Date
Purchase Equipment			
Distribute Equipment to School			
Provide Professional Development			
Start Using Equipment			
Submission of Final Grant Report			

List the Arkansas Academic Standards (Student Learning Expectations, Student Performance Expectations, etc.) for Science, Mathematics, Computer Science, or other STEM-related areas that are pertinent to this grant request. The Disciplinary Core Ideas (DCI) should be included below, if applicable. You may add more lines if needed, or attach a separate list if you have the applicable standards in another file or format.

Academic Standard (SLE, PE, etc.)	Academic Standard Text	DCI Number and Text, if applicable

# PROJECT NARRATIVE

**(complete a separate Project Narrative for each Participating School, even if funding the same project)**

Include a Project Narrative for each Participating School. The Project Narrative should be a **MAXIMUM of one page**, typed or handwritten. You do not need to restate the questions.

Participating School Name:
----------------------------

**The Project Narrative must include the following information, either in Q&A or narrative form:**

1. Give an explanation of what you want to buy, what you want to do, and why you want to do it.
  
  
  
  
  
  
  
  
  
  
2. Explain why your school/students need this equipment, why it is important to your classroom and/or project, how it will support your school's STEM instruction, and how it aligns with the curriculum, instruction, and/or standards you plan to utilize. Include any research-based learning strategies you will be using (inquiry-based, 5-E, student-centered learning, etc.).
  
  
  
  
  
  
  
  
  
  
3. Explain any professional development needed, how it will be provided, and who will provide it.
  
  
  
  
  
  
  
  
  
  
4. Explain why you need this funding and why other funding is not available. If you are requesting to purchase consumable items, you must explain how you will sustain future funding.

**The Project Narrative MAY (but does not have to) include additional information, such as:**

1. Goals and Objectives you have identified for your curriculum and instruction
2. Related assessments you plan to administer to students
3. If you have applied for other grants to support this project, and if you have been denied or received any other funding
4. Grade levels and vertical alignment with other teachers and areas
5. Any other information you believe is relevant and compelling

# PROPOSED EQUIPMENT EXPENSE BUDGET

(complete a separate budget page for each Participating School,  
even if purchasing the exact same items)

INCLUDE ALL EQUIPMENT & MATERIALS BEING PURCHASED FOR THIS SCHOOL  
NO INDIRECT COSTS ARE ALLOWED

**COMPLETE AND ATTACH THE SPREADSHEET TEMPLATE  
PROVIDED FOR EACH SCHOOL (or complete the below)**

Participating School Name:				
Equipment/Material (in detail – include link to purchase if at all possible)	Vendor Name / Source	Price Per Unit	# Units	Line Total
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
<b>Estimated Tax IF GETTING QUOTE, MUST INCLUDE TAX!</b>		\$		\$
<b>Estimated Shipping IF GETTING QUOTE, MUST INCLUDE SHIPPING!</b>		\$		\$
<b>TOTAL EQUIPMENT EXPENSES (must add exact line totals)</b>		\$		\$

**REMEMBER: MAXIMUM REQUEST IS \$10,000 PER SCHOOL, INCLUDING PD!  
If you don't include tax and shipping, you may not have enough money to purchase requested items!**

# PROPOSED PROFESSIONAL DEVELOPMENT EXPENSE BUDGET

(only complete ONE covering PD for ALL Participating Schools)

**INCLUDE ALL PROFESSIONAL DEVELOPMENT COSTS FOR ALL SCHOOLS:**

**Mileage:** must indicate number of proposed trips, estimated mileage, and purpose

**Professional Development Materials:** list specific materials being purchased

**Other Operating Costs:** any other costs must be explained in detail

**NO INDIRECT COSTS ARE ALLOWED**

**COMPLETE AND ATTACH THE SPREADSHEET TEMPLATE  
PROVIDED FOR EACH SCHOOL (or complete the below)**

Applying Entity Name:
-----------------------

Professional Development Consulting Fee Description <ul style="list-style-type: none"> <li>- maximum PD request is 15% of total award (see first tab of budget spreadsheet to calculate)</li> <li>- use spreadsheet to calculate % of total award:                             <ul style="list-style-type: none"> <li>- if 10% or less, fill out first line only</li> <li>- if more than 10% of total award, must be itemized using the lines below</li> </ul> </li> </ul>	Price Per Unit	# Units	Line Total
Professional Development Consulting Fee (up to 10% of total award)	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Estimated Tax	\$		\$
Estimated Shipping	\$		\$
<b>TOTAL PD EXPENSES (must add exact line totals)</b>	<b>\$</b>		<b>\$</b>

**REMEMBER: MAXIMUM REQUEST IS \$10,000 PER SCHOOL, INCLUDING PD!**  
**If you don't include tax and shipping, you may not have enough money to purchase requested items!**

# TOTAL COMBINED EXPENSE BUDGET

(only ONE should be completed with ALL School Budgets and the Professional Development Budget combined, as listed below)

INCLUDE EXPENSE BUDGETS FROM ALL SCHOOLS • INCLUDE PROFESSIONAL DEVELOPMENT EXPENSE BUDGET • NO INDIRECT COSTS ARE ALLOWED

**COMPLETE AND ATTACH THE SPREADSHEET TEMPLATE PROVIDED FOR EACH SCHOOL (or complete the below)**

Applying Entity Name:	
Expense Item(s) / Location	Total
School #1 Name:	\$
School #2 Name:	\$
School #3 Name:	\$
School #4 Name:	\$
School #5 Name:	\$
School #7 Name:	\$
School #7 Name:	\$
School #8 Name:	\$
School #9 Name:	
School #10 Name:	
Professional Development: Total PD Consulting Fees (not over 10%)	
Professional Development Itemized Expenses: Total Mileage Cost	\$
Professional Development Itemized Expenses: Total Professional Development/Teacher Training Materials Cost	\$
Professional Development Itemized Expenses: Total Other Costs	\$
	\$
<b>Total Grant Budget for all schools in this application.</b>	<b>\$</b>

**REMEMBER: MAXIMUM REQUEST IS \$10,000 PER SCHOOL, INCLUDING PD!**  
**If you don't include tax and shipping, you may not have enough money to purchase requested items!**

# GRANT ASSURANCE FORM

## 2024-2025 Commitment to Excellence in STEM Grant Award

We, the below-signed person(s) who represent(s) the Applying Entity, Participating Schools, University STEM Center, and/or associated University, agree(s) to the following conditions:

- All funds used to purchase equipment and/or materials for Participating Schools must be spent by April 1, 2025. Funds for Professional Development must be spent by May 31, 2025.
- All funds will be spent as listed in the application budgets, and will be used for STEM-related equipment and/or materials to be used in 3-6 grade classrooms, for expenses related to providing professional development, and for other expenses as indicated on included budgets.
- Any changes will be agreed upon in writing by both parties.
- Final Narrative Report and Final Financial Report with copies of receipts are due by June 30, 2025 by 5:00 PM. Templates will be provided for these reports.
- NO indirect costs are allowed.

\_\_\_\_\_  
Individual School Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
School District Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
STEM Center Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office of Research and Sponsored Programs

\_\_\_\_\_  
Date

The Assurance Form **MUST** be signed by the following (names must match application pages). Typing in a name or using an e-signature is **NOT** acceptable.:

- If Applying Entity is an Individual School: Principal
- If Applying Entity is a School District: Principal(s), Superintendent
- If Applying Entity is a STEM Center: Principal(s), STEM Center Director, Office of Research and Sponsored Programs (or the equivalent office).

**This form may be submitted in separate parts, but all parts must be submitted by application deadline of September 20, 2024, at 5:00 PM!**

Assurance Form may be emailed separately to [Grants@ArkansasSTEMCoalition.com](mailto:Grants@ArkansasSTEMCoalition.com) or a paper copy may be mailed to The Arkansas STEM Coalition, Attn: Grants, P.O. Box 3142, Little Rock, AR 72203. FORM MUST BE RECEIVED BY THE STEM COALITION NO LATER THAN Friday, September 20, 2024, at 5:00 PM. **We are not responsible for postal delays.**



# **SUPERINTENDENT SUPPORT LETTERS FOR PARTICIPATING SCHOOLS/DISTRICTS**

## **2024-2025 Commitment to Excellence in STEM Grant Application**

A Letter of Support from the Superintendent of EACH Participating School and/or School District must be signed and included as part of your grant application. Each Letter of Support should establish support for STEM instruction, support for the STEM equipment that will be provided, support to print necessary materials for the lessons and training provided, and support for time that professional development will be provided to teachers and/or staff.

Superintendents may use the form on the next page or may write their own letter, but it **MUST BE ON DISTRICT LETTERHEAD AND MUST BE SIGNED**. Typing in a name is **NOT** acceptable.

If you are not able to attach a letter or letters, letters may be emailed separately to [Grants@ArkansasSTEMCoalition.com](mailto:Grants@ArkansasSTEMCoalition.com) or a paper copy may be mailed to The Arkansas STEM Coalition, Attn: Grants, P.O. Box 3142, Little Rock, AR 72203. **IF SENDING SEPARATELY, SUPPORT LETTERS MUST BE RECEIVED BY THE STEM COALITION NO LATER THAN Friday, September 20, 2024, at 5:00 PM** regardless of method. We are not responsible for postal delays.

# SUPERINTENDENT SUPPORT LETTER FORM

DISTRICT LOGO/LETTERHEAD

## Date

The Arkansas STEM Coalition  
PO Box 3142  
Little Rock, AR 72203  
via email to Grants@ArkansasSTEMCoalition.com

RE: 2024-2025 Commitment to Excellence in STEM Grant Application

To The Arkansas STEM Coalition,

This letter serves as verification that the [DISTRICT NAME] is committed to STEM education and instruction and that I support the staff at [SCHOOL NAME(s)] as they seek funds for the 2024-2025 Commitment to Excellence in Science, Technology, Engineering, and Mathematics (STEM) Grant.

The [STEM Center/PD Provider Name] is a valuable partner with our school, and we look forward to collaborating with them to improve our science, technology, engineering, and mathematics education and instruction. We are excited to receive much-needed equipment and to learn to work with the equipment that will be provided through these grant funds.

In support of the grant application, we pledge the following:

- We will store, utilize, and maintain any equipment provided to us through these grant funds on a regular and an as-needed basis.
- We will print any materials necessary for training and instruction provided through this grant.
- We will coordinate on-site and/or virtual professional development opportunities between [STEM Center/PD Provider Name] personnel and our staff to work with the equipment provided with these grant funds, and as additional needs are identified.
- We will provide time for staff to participate in any professional development needed to perform the activities in this grant application.
- We will verify receipt of the equipment that will be purchased with these grant funds.
- We confirm that all equipment purchased with these grant funds will be used by students and teachers identified in the grant application.

Please do not hesitate to contact me if you have any questions.

Sincerely,

**SUPERINTENDENT SIGNATURE (may not be typed or electronic!)**

**Superintendent Printed Name**

## Appendix: SCORING RUBRIC

<b>APPLYING ENTITY NAME</b>		
District Name:		
School Name:		
<b>PRE-TEST INFORMATION (must answer ALL YES or N/A to move to scoring)</b>		
APPLICATION ITEM NAME	Item	Instructions / Considerations
<b>Grant Assurance Form Items:</b>		Write "yes" or "no" next to each APPLICABLE item below (#s 1-4 and separate Superintendent Support Letter).
<b>1. Principal Signature?</b>		ALL applications need Principal's signature. Signature is NOT electronic or typed. Name matches School Sheet.
<b>2. Superintendent Signature?</b>		ALL applications must have Superintendent's signature. Signature is NOT electronic or typed. Name matches District Sheet.
<b>3. STEM Center Director Signature?</b>		Only STEM Center applications must have STEM Center Director's signature. Signature is NOT electronic or typed. Name matches Cover Sheet. If applying entity is NOT a STEM Center, write N/A.
<b>4. Office of Sponsored Programs Signature?</b>		Only STEM Center applications must have Office of Sponsored Programs' signature. Signature is NOT electronic or typed. Name matches Cover Sheet. If applying entity is NOT a STEM Center, write N/A.
<b>Superintendent Support Letter?</b>		ALL applications must have support letter from Superintendent. Signature is NOT electronic or typed. Name matches District Info Sheet.
<b>IF ALL ABOVE ITEMS ARE PRESENT AND COMPLETE, PROCEED TO SCORING</b>		
<b>POINT SCALE</b>		
<b>5 points / Excellent</b>	The best answer. Question is answered completely and thoroughly, identifies need(s), and information is completely consistent with purpose of grant. All requested/required information is provided. Answer is well-written, easily understood, and discussion is convincing. Shows evidence of focus on appropriate Learning Standards, shows vertical alignment, and encourages more hands-on and inquiry-driven instruction. All information is provided within required space limits.	
<b>4 points / Very Good</b>	Answer is better than average. Complete information is given, but may not be completely thorough. Generally identifies needs, which are consistent with grant purpose. All information is evident, but may not be the clearest / most convincing.	
<b>3 points / Adequate</b>	Adequate answer to provide information and show that grant purpose is met. Question is answered with all, or at least most, requested/required information, but with just enough information to be adequately understandable.	
<b>2 points / Fair</b>	Fair: Effort is evident but does not adequately provide all requested/required information. May be confusing or incongruent. Convincing but does not have good consistency with grant purpose and may lack complete / thorough information.	

1 point / Poor	Poor: Application provided an answer, but answer is not understandable, does not relate to question(s) being asked, of very poor quality, has missing information, answers question(s) poorly, and/or is not consistent with purpose of grant.				
0 points / Missing	Question was not answered or is completely blank. Information is not provided or is of such poor quality as to be considered not provided. Not consistent with grant's purpose.				
<b>SCORING ITEMS INPUTTED BY STEM COALITION</b>					
SCORING ITEM (Input from STEM Coalition)	Points Scored 1-5 SEE SCALE	Multiplier	Total Points Possible	TOTAL POINTS SCORED	Instructions / Questions to Ask
- School last received grant in (year)		1	5	0	Never = 5 pts 2015 or earlier = 4 pts 2016-2017 = 3 pts 2018-2019 = 2 pts 2020-2021 = 1 pt 2022-2024 = 0 pts
- District Free & Reduced Lunch Percentage (most recent ADE data)		0.6	3	0	100% = 5 pts 90-99.99% = 4 pts 80-89.99% = 3 pts 70-79.99% = 2 pts 60-69.99% = 1 pt Less than 60% = 0 pts
- School Letter Grade (most recent ADE data)		0.6	3	0	F = 5 pts D = 4 pts C = 3 pts B = 2 pts A = 1 pt NOTE: LETTER GRADE IS ALSO USED FOR TIE-BREAKER
- School Improvement Status (most recent ADE data)		0.6	3	0	Level 5/Intensive = 5 pts Level 4/Directed = 4 pts Level 3/Coordinated = 3 pts Level 2/Collaborative = 2 pts Level 1/General = 1pt Other = 0 pts
<b>APPLICATION SCORING</b>					
APPLICATION ITEM NAME	Points Scored 1-5 SEE SCALE	Multiplier	Total Points Possible	TOTAL POINTS SCORED	Instructions / Questions to Ask
Applicant Information Sheet		0.6	3	0	5 = all information provided. Subtract 1 point for each missing item, with 0 as lowest score.
District Info Sheet		0.6	3	0	5 = all information provided. Subtract 1 point for each missing item, with 0 as lowest score.

<b>School Info Sheet</b>					
<b>- Participating Grades</b>		1	5	0	(total of 5 possible points) all four grades = 4 pts three grades = 3 pts two grades = 2 pts one grade = 1 pts no grades indicated = 0 pts other grades indicated = ADD 1 pt
<b>Total # students 3rd-6th:</b>					Copy total number of 3rd-6th graders from School Sheet.
<b>Total # ALL students:</b>					Copy total number of students from School Sheet.
<b># 3rd-6th served:</b>					Add total number of 3rd-6th graders to be served from School Sheet.
<b>% of 3rd-6th grade students served:</b>	#DIV/0!				Cell will automatically calculate.
<b>- Percentage of 3rd-6th Grade Students Served (score based on percentage calculated above)</b>		1	5	0	100% = 5 pts      90%-99.99% = 4 pts 75-89.99% = 3 pts      60-74.99% = 2 pts 45-59.99% = 1 pt      Less than 45% = 0 pts
<b>Timeline &amp; Standards</b>		1	5	0	Did applicant include school name at top? Is there a name and/or title for each responsible party? Does each estimated date have a real date included? Do the estimated dates fit within the timeline (for instance, the earliest funds will be disbursed is September 20, 2024, and the final report is due June 30, 2025)?  Are standards listed and relevant to request? Are enough standards listed to reflect intended use and how/what students will learn?

<b>Project Narrative</b> NOTE: ONLY READ 1 PAGE OF NARRATIVE. If more than 1 page, score based only on page 1.		0.2	1	0	Did applicant include school name at top? Yes = 1 in Column B (score = 0.2)      No = 0 in Column B (score = 0)
<b>- 1. Give a general explanation of what you want to do and why.</b>		3	15	0	Did applicant provide an introduction and/or general explanation of what they want to do and why school wants/needs this?
<b>- 2. Explain why the equipment you will buy is needed and important, how it will support your STEM instruction, and how it aligns with the curriculum and instruction you plan to provide. Include any research-based learning strategies you will be using (inquiry-based, 5-E, student-centered learning, etc.).</b>		3	15	0	Is explanation clear and well-written? Did applicant explain why this specific equipment is needed, how it is important to STEM instruction? Did applicant explain how it aligns with the curriculum and instruction they plan to provided? Did applicant include an research-based learning strategies?  If requesting consumable equipment should be scored more highly than consumable supplies and materials. NOTE: DURABLE VS. CONSUMABLE IS ALSO USED FOR TIE-BREAKER.
<b>- 3. Explain what professional development will be needed and how it will be provided.</b>		1.2	6	0	Did applicant explain the PD needed for the purchased equipment? Did applicant explain how it will be provided (who will provide, how long it will take, how it will be done, etc.)?

- 4. Explain why you need this funding and why other funding is not available. If you are requesting to purchase consumable items, explain how you will sustain future funding.		3	15	0	Did applicant discuss the reason(s) they need this specific funding? Did they explain why they have not been able to secure other funding for these items? If requesting consumable items, did applicant discuss how they plan to pay for consumable items in the future?
School Budget		1	5	0	Are items appropriate for project described? Do listed budget items provide adequate detail to understand items being requested? Are all items listed with a cost per item, quantity, and total for items? Is total correctly calculated? (Add up all budget lines yourself.)
PD Budget		0.8	4	0	Is PD budget completed? Is PD budget ≤ a max of 15% of TOTAL award? If PD is ≤ 10%, no need to be itemized. If > 10%, must be itemized. If itemized, do listed items provide adequate detail to understand what is being requested?
Total Budget		0.8	4	0	Is budget correctly calculated? Are there mistakes and/or issues with adding, descriptions, etc.?
<b>Total points possible:</b>		<b>100</b>			
<b>TOTAL POINTS SCORED:</b>				<b>0</b>	
<b>BUDGET DETAIL &amp; EXPLANATION</b>					
<b>BUDGET ITEM</b>	<b>Requested Amount</b>	<b>Instructions</b>			
Total Equipment Requested Amount		Copy from School Budget total line.			
Total PD Budget Requested Amount		Copy from PD Budget total line.			
<b>TOTAL REQUESTED AMOUNT</b>		Copy from Total Budget total line.			
<b>TTL AMOUNT CHECK</b>	\$	Should automatically calculate to see if applicant added correctly. If this is NOT zero, the total on application is not calculated correctly.			
PD as % of total amount requested	#DIV/0!	If PD is ≤ 10%, no need to be itemized. If > 10%, must be itemized. If PD ≥ 15% of total, application will not be considered.			

<b>COST PER STUDENT</b>		
<b>Total # students 3rd-6th:</b>	0	Should fill from worksheet above.
<b>Total # ALL students:</b>	0	Should fill from worksheet above.
<b>Total cost (copied for calculation):</b>	\$ -	Should automatically calculate.
<b>Cost per student 3rd-6th:</b>	#DIV/0!	Should automatically calculate.
<b>Cost per student ALL:</b>	#DIV/0!	Should automatically calculate.
<b>Additional Notes or Comments:</b>		