

**Attachment A**

**Document Revised: 2/16/2017**

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

**Guidance for Submission of Application**

**to**

**Virginia Department of Education  
Office of Science, Technology, Engineering and Mathematics**

**Application Due on or Before  
March 3, 2017**

**VIRGINIA DEPARTMENT OF EDUCATION  
OFFICE OF TECHNOLOGY INNOVATIONS  
STEM COMPETITION TEAM GRANT INITIATIVE  
A STATE-FUNDED, AFTER-SCHOOL INITIATIVE  
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**OVERVIEW**

**1) GOALS**

- Increase awareness of careers in science, technology, engineering and mathematics (STEM) among teachers and students
- Engage students in extracurricular, STEM-related team-building activities through problem-based, project-based team competitions
- Foster STEM Competition Team development and growth throughout Virginia
- Focus on STEM literacy skills through hands-on experiences. These experiences will include problem-driven integrated STEM (science, technology, engineering, and mathematics) activities that use collaboration, communication, creativity, critical thinking, and ethics to explore the challenges and opportunities of the STEM Competition Team Initiative.

**2) ELIGIBLE SCHOOLS**

- Schools that have demonstrated an interest in establishing new STEM competition teams and will serve as model schools for the STEM Competition Team Initiative.
- A school division may apply for grant funding to establish and then support STEM competition teams for one or more qualifying schools (an application for grant funding is to be filed for each proposed STEM competition team school program in the division).
- Grants to qualifying high schools are not to exceed \$5,000 per school per year. Total STEM competition team grant awards to a division are not to exceed \$10,000 per year.
- Schools applying for first-year grants can use the funds for planning purposes and will be eligible to receive a second-year (initiative expansion) grant in the subsequent year.
- Schools seeking second-year grants and meeting all eligibility requirements will be given priority over other grant applicants.
- Grants shall be evaluated in the order that each completed eligible application is received. In the event that the amount of eligible grants requested in a fiscal year exceeds the funds available, such grant applications shall be rolled over to the next fiscal year.
- The completed application consisting of contact information; a proposed budget; a statement of assurance; and 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.
- The STEM Competition Team Grant Initiative Application is due to the Virginia Department of Education, Office of Science, Technology, Engineering and Mathematics on or before March 3, 2017.
- Public secondary schools at which at least 40 percent of the students qualify for free or reduced lunch.

**3) PROGRAM SITE REQUIREMENTS**

- Must be located on a public school campus

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- Must provide appropriate insurance coverage
- Must meet requirements to support all eligible activities that may include guest speakers, field trips, problem-driven projects, and a culmination/recognition program
- Must provide required equipment and classroom/lab environment conducive for teamwork
- Provide applicable instructional resources and materials

**4) ELIGIBLE STUDENTS**

- Students who have expressed an interest in STEM-related careers or who have started a program of study related to the STEM sector are eligible to participate in the initiative.
- Each student participant and parent or guardian shall sign an assurance that the student agrees to follow the school's Code of Conduct during the initiative and all related initiative activities.

**5) STAFFING**

- One or more teachers/school administrators that have appropriate knowledge to support a student team for the applicable STEM competition.
- Other team members involved in the planning phase may include representatives from business and industry, postsecondary education, parent associations, student leadership organizations, local advisory committees, and community economics/workforce leaders.

**6) ROLE OF CORE PLANNING AND IMPLEMENTATION TEAM**

The core implementation team shall be responsible for identifying an applicable STEM competition; preparing the school site; communicating with the Virginia Department of Education (VDOE) staff; preparing communication materials for parents; recruiting students, business and industry partners, and postsecondary education partners; obtaining insurance coverage; arranging any student transportation and meals; implementing and evaluating the entire STEM Competition Team Initiative experience; and completing all required reimbursements and data reporting to the VDOE.

**7) EVALUATION AND NEXT STEPS**

A written evaluation will be provided by the core implementation team that will include activities and outcomes; and outline next steps for continued instruction, promotion, and recruitment to increase the number of students that participate in a STEM-related program.

**8) TIMELINE**

March 3, 2017	STEM Competition Team Grant Application Due to VDOE
March 17, 2017	Send Grant-Award Notifications to School Divisions
March 31,2017	Distribute Awarded Grant Funds to School Divisions
March 17-August 31, 2017	Prepare/Implement STEM Competition Team Initiative

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September 1, 2017

Final closeout. Financial reports/documentation due to VDOE

**Budget Expenditures and Reimbursements Information**

Upon submission and approval of the division's eligible school *STEM Competition Team Grant-Application Packet*, the school division will receive funds up to \$5,000 for each high school based on the submitted application. The school division's state-funded allocation up to \$10,000 will be received by March 31, 2017, based on confirmation of the resources needed for planning and implementation of the STEM Competition Team Grant Initiative and revised budget (if applicable).

Allowable uses of the state-funded allocation include, but are not limited to:

- 1) Instructional resources and materials (Instructional software programs, DVDs, textbooks, workbooks, reference materials, program materials and supplies, etc.)
- 2) Bus transportation (Transportation costs for students to and from school site to STEM competition site.)
- 3) Meals (meal and snack costs for staff and students not to exceed state rates for breakfast, lunch and two nutritional snacks)
- 4) STEM equipment (equipment that is unique and required for the STEM Competition Team Initiative). Note: Computers cannot be purchased with STEM Competition Team Grant Initiative state funds except where a specialized device is required.
- 5) Staff salaries/wages/stipends not to exceed 10% of the grant award amount.

All STEM Competition Team Grant Initiative state-allocated funds must be expended or encumbered by August 31, 2017.

The STEM Competition Team Grant Initiative Financial Expenditure Report and documentation must be submitted to the Virginia Department of Education, Office of Technology Innovations, no later than September 1, 2017. Directions and forms will be provided with the notification letter. If you have any questions, please contact Dr. Anne Petersen, Science Specialist in the Office of Science, Technology, Engineering and Mathematics at (804) 225-2676 or [Anne.Petersen@doe.virginia.gov](mailto:Anne.Petersen@doe.virginia.gov).