



# STEM Challenge Grant Application Information

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Please review this information sheet **before** submitting your STEM Challenge Grant Application. This information sheet describes the various sections of the application so that you will know what information you need to be prepared with in advance of submitting your application. Feel free to contact us at [info@scivt.org](mailto:info@scivt.org) if you have any questions.

There are 10 sections to the STEM Challenge Grant Application.

## Section 1 – Applicant Information

- First and Last Name of the applicant
- contact email and phone number for the applicant

## Section 2 – Sponsoring Organization Information

- Name, address, and contact information of the institution sponsoring your application (e.g. your school, library, or company)

## Section 3 – Project Background

- Name of your Program or Activity
- Number of Students Impacted by your project
- Proposed Start Date for your project
- Amount of money being requested from the STEM Challenge Initiative Grant. Keep in mind that we require that your Sponsoring Institution will also be making financial and/or other commitments to your project. We may fund up to 75% of your project's costs, with a total funding limit of up to \$1,000.
- Project Impact – will the resources obtained with this grant be consumed, or can they be used for future projects?

## Section 4 – Project Description

- Brief description or abstract, up to 250 words, that outlines the overall goals of your project, and what you hope to teach students.

## Section 6 – Project Evaluation Model

- Describe how you will evaluate the success of your project.
- Please be specific about how you plan to measure the efficacy of your project.
- How will you determine if your objectives are met (refer to SMART goals in section 5, above).
- A rubric, or assessment plan, may be a good performance indicator. The evaluation model must be tangible, providing qualitative and/or quantitative data.

## Section 7 – Relevance to STEM

- Describe how your project fits into the Science, Technology, Engineering, Mathematics (STEM) initiative.

## Section 8 – Project Budget

- You should prepare a budget in Microsoft Excel or similar format. Refer to Sample Grant Applications at:
  - <http://www.scivt.org/applying-for-a-grant/grant-application-form-instructions-for-completing-pdf-form/sample-stem-challenge-initiative-grant-applications>
- The budget must indicate how the funding for this project will be used, and must indicate any financial or other support from your institution.
- Once you prepare your project budget, save it as an Excel (or similar table) format so that you can upload it as part of your application.

## Section 9 – Educator Bios

- Prepare short biographical sketches for each of the key personnel who will be involved with this project. Save the biographical sketches in Word (or similar format). See our Example Grants for sample biographical sketches.
- Make sure to include your name, educational degree(s), current position, any awards and honors you have received, and any other relevant information about your background. Limit each biographical sketch to no more than one page per person.

## Section 10 – Letters of Support

- Include at least one letter of support from a representative at your institution.
- The letter should indicate specifically how your institution will support your project. Will they commit space, time, financial support, personnel support, and any other support or resources for your project?

**Good Luck, and Please contact us with any questions!**

[info@scivt.org](mailto:info@scivt.org)