

**EAST INITIATIVE GRANT  
GUIDELINES FOR APPLICATION  
SECTION I**

**Eligible Applicants**

This grant is open to *public school teachers* within established East Initiative Programs. EAST Initiative facilitators' who team with STEM (Science, Technology, Engineering or Mathematics) and/or core curriculum teachers may submit proposals of projects that will include community partners which will enhance the local community needs through authentic experiences in the EAST Initiative Programs and through STEM Education.

**Application Procedure**

This is a competitive grant with proposal submission deadlines the first Monday in the months of August, October, December, February and April. Application forms may be downloaded from the Arkansas Science & Technology Authority website, <http://www.asta.arkansas.gov>.

For questions regarding the application process contact:

Ms. Sharon K. Whitlock  
Arkansas Science & Technology Authority  
423 Main, Suite 200  
Little Rock, AR 72201  
Phone: (501) 683-4400

Applicants are strongly encouraged to make copies of all application materials. The following pages describe general guidelines for the application proposal.

**Proposal Review Process**

The STEM Advisory Committee is composed of industry professionals with STEM expertise, educational experts, and other relevant education stakeholders. The committee will read each proposal and make recommendations to the Arkansas Science & Technology Authority Board of Directors, who will make the final decision on funding.

**Guidelines for Administration of Grants**

All proposals for round one must be submitted by email ([Sharon.whitlock@arkansas.gov](mailto:Sharon.whitlock@arkansas.gov)) or faxed (501-683-4420) by 5 PM on the first Monday in August. Additional funding periods will be held the first Monday of October, December, February or April contingent on the availability of funds. A hard copy of the proposal with appropriate signatures is to be submitted with a postmarked date no later than the first Monday of the funding period. Since the grants are considered to be competitive it is advisable to submit paperwork as early as possible. Awards will be announced by the Arkansas Science & Technology Authority within eight weeks of the submission date. The award is based on the understanding that all state and local rules, regulations, and procedures governing this project have been and will be followed. The grant recipient is responsible for any violations of such requirements. Each award must be kept in a separate account for audit purposes. Random site visits to the awarded schools may be made by the Authority.

**Intellectual Property**

Materials used from websites, professional development, or other published resources must be duly referenced. Although materials that are considered to be intellectual property are unlikely to be generated from these activities, a disclaimer must be signed by all participating teachers indicating the Winthrop Rockefeller Foundation will retain intellectual property rights should the funded projects result in any newly created activities.

### **Review Criteria for Applicant/School Districts**

Applicants and school districts will be evaluated on the following criteria:

- The applicant must indicate a knowledge of or training in the EAST Initiative Program.
- The team teacher must indicate a knowledge of or training in STEM (Science, Technology, Engineering or Mathematics) education (field experience, in-service, continuation education), or be well-qualified based on past experience of teaching STEM or core curriculum classes.
- Community partnership is required; matching funding is not required but encouraged.
- Funding for up to fifteen awards is available yearly; each award shall be up to \$1500.

### **Assessment Criteria of the Application Proposal**

The overall description of the proposed project must explain why the specific activities are needed in the classroom(s). The description of the activities and/or the materials that will be purchased with the funds should include a narrative that addresses the following issues.

1. Applicant's teaching experience/familiarity with instructional materials and EAST qualifications.
2. A brief discussion of the educational model being used.  
(There are many educational models available for instruction including but not limited to the following examples.
  1. Direct Instruction
  2. Learner-centered
  3. Student Mastery
  4. Learning Communities
  5. Cooperative Learning)
3. An explanation of the project's goals and objectives and how they align with the EAST Initiative Program.
4. **Team Teacher**- Identify the goals and note the alignment with strands or standards from the state framework.
5. Explain why this project is needed and its educational importance.
6. How will the project benefit the students, including their learning needs?
7. Explanation of how students will be recruited, resulting in all or a large number of students in the classroom participating.
8. The proposal will include a description of inquiry based activities and/or hands-on projects.
9. Explanation of how this project will improve/enhance student skills.

10. Explanation of how the project activities enhance the student's career choices in the STEM field. (Such as: You will be able to use this information in these careers \_\_\_\_\_.)
11. Explanation of how the stated goals and objectives will be measured to determine change in the students' knowledge base, including skills. These may be very simple from a pre- or post-test. When possible and practical, a more objective or structured assessment techniques such as formative assessment, journals, data interpretation, and oral presentations should be used.
12. Explanation of how student activities will be evaluated. What type of assessment tools will be used?
13. Explanation of evaluation process that will be used to determine changes in student attitudes towards STEM career choices. This evaluation tool could be a very simple pre- and post project career inventory form.
14. Explain how the planned activities will be used throughout the school year or how they fit within the time periods in which the general coursework utilizes specific core curriculum. Such as: August 20<sup>th</sup>- students will be recruited  
September 15<sup>th</sup>- the students will develop an identification key, etc.  
November: Students will have developed a power point project  
Early December: Class Presentations
15. Identify community partners (*required for grant funding*) who will participate in this project.
16. Identify how the community partners will participate in this project.
17. Identify how the community will benefit from this project.
18. Explanation of how the project will be maintained for a period of several years, including the support from local leadership (administration, counselors, and teachers).
19. Explanation of how the project's success will be evaluated.
20. Explanation of how the project's long term effectiveness will be evaluated.

### **Project Reporting**

The grant requires that every awarded teacher submit a final report within twelve months of receiving the grant. The final report should summarize all science activities supported by the EAST Initiative funding and the strengths and weaknesses of the project.

### **Check List:**

1. Complete the cover letter (**Section II**), three signatures are required.
2. Respond to the twenty questions providing complete concise explanations. (**Section III**).
3. Proof read and spell check the responses.
4. Provide a detailed budget (**Section IV**).

5. Evaluate your proposal by using the evaluation matrix. This is the scoring sheet that the readers will be using to evaluate your proposal for funding recommendations.
6. Submit by the due date.
7. Should you have any questions please contact Ms. Sharon K. Whitlock (501-683-4404 or email [Sharon.whitlock@arkansas.gov](mailto:Sharon.whitlock@arkansas.gov)).

**EAST GRANT  
PROPOSAL COVER PAGE  
SECTION II**

Please submit this cover page with ALL signatures, as part of the grant application. Attach Narrative and Budget pages before submission.

**APPLICANT INFORMATION:**

<b>Name of Applicant</b>		<b>Applicant's email address</b>	
<b>Name of School</b>		<b>Name of Principal</b>	
<b>School District</b>		<b>School District Tax ID#</b>	
<b>School Address</b>			
<b>City</b>		<b>Zip</b>	
<b>County</b>		<b>School Phone</b>	
<b>School Fax</b>			
<b>Applicant's highest educational degree.</b>		<b>Number of years applicant has taught?</b>	
<b>Number of years the applicant has taught EAST classes.</b>		<b>Which grades will use the grant?</b>	
<b>Number of classroom sections or classes.</b>		<b>Average number of students in each section/class</b>	
<b>Total # of students being served by grant?</b>		<b>Community Partner</b>	

**PROJECT SUMMARY** (Limit: 100 words or less, single-spaced, 10 font, typed.)

<b>TITLE:</b>

**ALL signatures must be in place before application will be accepted.**

**Intellectual Property:** I, \_\_\_\_\_, understand that materials used from published resources or modified from similar resource materials will be duly referenced. No materials that would be considered intellectual properties are generated from these specific activities. I also acknowledge that the Winthrop Rockefeller Foundation will retain intellectual property rights should any newly created activities be generated by the funded projects.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**TEAM TEACHER INFORMATION:**

<b>Name of Team Teacher</b>		<b>Email address</b>	
<b>Highest educational degree.</b>		<b>Number of years of teaching?</b>	
<b>Number of years teaching a STEM course.</b>		<b>Which grades will use the grant?</b>	
<b>Number of classroom sections or classes.</b>		<b>Average # of students in each section/class.</b>	
<b>Total number of students being served by grant?</b>			

**TEAM TEACHER SUMMARY** (Limit: 100 words or less, single-spaced, 12 font, typed. Explained how your students will be contributing to the success of the project.)

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**Intellectual Property:** I, \_\_\_\_\_, understand that materials used from published resources or modified from similar resource materials will be duly referenced. No materials that would be considered intellectual properties are generated from these specific activities. I also acknowledge that the Winthrop Rockefeller Foundation will retain intellectual property rights should any newly created activities be generated by the funded projects.

**Signature of Team Teacher:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EAST GRANT  
PROJECT NARRATIVE  
SECTION III**

**Directions:** Use 12 point font, single-spaced, typed pages. When *responding to each question* please include the question number and question with your responses.

1. Applicant's teaching experience/familiarity with instructional materials and EAST qualifications.
2. Identify and explain which educational model will be used for this grant.
3. Explain how the goals and objectives of this project are aligned with the EAST Initiative Program.
4. **Team Teacher-** Identify the goals and note the alignment with strands or standards from the state framework.
5. Explain why this project is needed and its educational importance.
6. Explain how this project will benefit the students, including their learning needs.
7. Explain how students will be recruited, resulting in all or a large number of students in the classroom participating.
8. Explain how the project/curriculum design demonstrates inquiry based and/or hands on activities.
9. Explain how this project will improve/enhance student skills.
10. Explain how the activities included in this project will enhance student's career choices in the STEM field. (Such as: You will be able to use this information in these careers \_\_\_\_\_.)
11. Explain the evaluation process to determine a change in the student knowledge base, including skills. These may be very simple from a pre- or post-test or, when possible and practical, may use somewhat more objective or structured assessment techniques such as journals, data interpretation, and oral presentations.
12. Explain how student activities will be evaluated. What type of assessment tools will be used?
13. Explanation of evaluation process that will be used to determine changes in student attitudes towards STEM career choices. This evaluation tool could be a very simple pre- and post project career inventory form.
14. Explain how the planned activities will be used throughout the school year or how they fit within the time periods in which the general coursework utilizes specific core curriculum. Such as: August 20<sup>th</sup>- students will be recruited  
September 15<sup>th</sup>- the students will develop an identification key, etc.  
November: Students will have developed a power point project  
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15. Identify community partners (*required for funding*) who will participate in the project.
16. How will the community partners participate in the project?
17. Explain how the community will benefit from the project.

18. Explain how the project will be maintained for a period of several years, including the support from local leadership (administration, counselors, and teachers).
19. Explain how the project's success will be evaluated.
20. Explain how the project's long term effectiveness will be evaluated.

**EAST INITIATIVE GRANT  
DETAILED BUDGET  
SECTION IV**

Use 12 point font, single-spaced, typed, and **ONE** page maximum. Consumable technology & equipment are allowed. Books, computers, & standard laboratory are NOT allowed. If you should have any questions please contact Ms. Sharon K. Whitlock (501-683-4404 or email [Sharon.whitlock@arkansas.gov](mailto:Sharon.whitlock@arkansas.gov))

Budget & Budget Explanation