**Section IV – Required Application Information**

**Form 1 – GRANT APPLICATION RFA #2012-04**

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| **OUS RFA #:** |  |
| **Oregon Public School District or Legal Entity operating school(s):** |  |
| **Address:** |  |
| **County:** |  |
| **School District Administrator (name and title):** |  |
| **Application Date:** |  |
| **Amount Requested[[1]](#footnote-1):** |  |

|  |  |
| --- | --- |
| **Project Contact:** |  |
| Title: |  |
| Address: |  |
| Phone: |  |
| Email address: |  |

|  |  |
| --- | --- |
| **Accounting Contact:** |  |
| Title: |  |
| Address: |  |
| Phone: |  |
| Email address: |  |

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| **Schools that will deploy EDOSC Program** |
| School Name \* | School enrollment | Free / reduced Lunch % at school | Number of teachers to be trained | Expected start date of science classes with Engineering Design content | Indicate the number of semester-long class sections/periods[[2]](#footnote-2) that will use Engineering Design in the 2013-2014 school year | Number of students expected to benefit in 2013-2014 school year |
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| Most recently reported race/ethnicity data for school (percentages) |
| School Name\* | White | African American / Black | Hispanic / Latino | Asian / Pacific Islander | American Indian / Alaskan Native | Multi-Racial / Multi-Ethnic |
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| Those that will attend EDOSC training in June 2013 and then serve as EDOSC Trainers in the applicant’s schools |
| Name[[3]](#footnote-3) | Title & endorsement | Email address |
|  |  |  |
|  |  |  |
|  |  |  |

**Table 1 PROJECT BUDGET Template (An Excel file that should help you prepare your budget is available at** [**www.oregonetic.org/grant-info**](http://www.oregonetic.org/grant-info)**)**

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| --- |
|  **Project Budget** |
| **Budget Category** | **Funds from proposed Grant** | **District Funds** | **Total Cost** |
| **1. Training the Trainers** |  |  |  |
| Staff Salaries & benefits and/or contracted labor for those who will be trained[[4]](#footnote-4) |  |  |  |
| Substitute Costs[[5]](#footnote-5)  |  |  |  |
| Travel |  |  |  |
| Other (specify) |  |  |  |
|  **Subtotals** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Category** | **Funds from requested Grant** | **District funds**  | **Total Cost** |
| **2. Training and supporting of teachers** |  |  |  |
| Staff Salaries & benefits and/or contracted labor[[6]](#footnote-6) |  |  |  |
| Substitute Costs[[7]](#footnote-7)  |  |  |  |
| In-area travel |  |  |  |
| Lesson materials |  |  |  |
| Other (specify) |  |  |  |
|  **Subtotals** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Category** | **Funds from requested Grant** | **District funds**  | **Total Cost** |
| **3. Deploying in the classrooms** |  |  |  |
| Lesson Materials |  |  |  |
| Other (specify) |  |  |  |
|  **Subtotals** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 4. Indirect Costs @ \_\_\_\_\_% [[8]](#footnote-8) |  |  |  |
| **Grand Total**  |  |  |  |

**Table 2 Project Plan**

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| **PROJECT PLAN INFORMATION** |
| Please give a brief description of how EDOSC Program will be deployed in your district. Include the extent to which you plan to involve elementary-, middle- and high-school teachers. |
| Does your district have an active professional training program? If so please describe, including the extent that it includes the Science Inquiry process. Likewise, indicate whether you have already begun training your teachers on the Engineering Design process and if so describe this training program. |
| What processes and activities will you use after the workshops are completeto provide support to the teachers and monitor their success? |
| Please indicate any plans you have for continuing training teachers in the use of Engineering Design, and supporting its use in the classroom after the Grant period. |
| Please describe how you will monitor progress vs. schedule during the Grant period. |
| Please describe how you will monitor and assure the quality of training of teachers as well as the follow-up support of these teachers. |

**Table 3 Schedule**

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| Describe the major activities to be undertaken during the period of the Grant that will support science professional development in Engineering Design. Provide specific beginning and ending dates for each activity and its primary goal. Add additional rows as needed. |
| **Activity** | **Begin Date** | **End Date** |
| 1. Training the Trainers |  |  |
|  |  |  |
|  |  |  |
| 2. Training and supporting the teachers |  |  |
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| 3. Deploying in the classroom |  |  |
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| I certify that the above information is correct and that I am authorized by the school district or non-profit corporation to submit this Grant application. | Signature:Name (print): | Title:Date: |

**Form 2- Organization Commitment Form**

**RFA #2012-04 Engineering Design in Oregon Science Classrooms**

Legal Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our organization will commit to implement the project as described in this application if it is accepted and funded.

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of authorized official Date

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. From Project Budget, Grant Total [↑](#footnote-ref-1)
2. \* If more than five schools will participate, add rows to these tables.

 For example if you have 10 middle school teachers who will be trained and who teach an average of 5 science classes per semester and you plan on them incorporating Engineering Design throughout all of their classes during the spring semester of 2014 you would fill in 50 plus a similar calculation for high school teachers. For elementary schools forecast the number of teachers who will be trained and then use what they learn in their classrooms during the 2013-2014 school year. [↑](#footnote-ref-2)
3. Please attach a biography or resume for each staff member or contractor. Do not include home address. [↑](#footnote-ref-3)
4. The cost of trainers should only be budgeted if those attending the training will be doing so outside their normal work hours or if you plan to hire staff or contractors specifically for the purpose of conducting the workshops. [↑](#footnote-ref-4)
5. The cost of substitutes should only be budgeted to the extent that the Trainers are classroom teachers who will not be able to teach their class because they are being trained. In this case, the salaries and benefits of these teachers should not be included in the row above. In the other words, the budget should not include both salaries and substitutes for the same people. [↑](#footnote-ref-5)
6. The cost of trainers should only be budgeted if those doing the training will working outside their normal work hours or if you plan to hire staff or contractors specifically for the purpose of conducting the workshops. The cost of teachers attending workshops should only be budgeted if the workshops are to be scheduled outside normal work hours. [↑](#footnote-ref-6)
7. The cost of substitutes should only be budgeted in two cases (1) Trainers are classroom teachers who will not be able to teach their classrooms because they are facilitating workshops. (2) Teachers will not be able to teach their classes because they are attending workshops. In such cases, the salaries and benefits of these teachers should not be included in the row above. In the other words, the budget should not include both salaries and substitutes for the same people. [↑](#footnote-ref-7)
8. The fiscal agent may use no more than 5% of the requested funds for indirect costs. [↑](#footnote-ref-8)