**  
 STEM Innovation Grant Application**

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| --- | --- |
| Project Principal  *The Project Principal is the primary contact for the project if funding is approved.* | |
| **Name of Project Principal** |  |
| **Title or Position of Project Principal** |  |
| Organization Name |  |
| Street Address |  |
| City, State, Zip Code |  |
| **Area Code and Telephone Number** |  |
| **Email Address** |  |
| 501(c)(3) Organization  *Name must match the name on the IRS determination letter.* | |
| **Name of 501(c)(3) Applicant Organization** |  |
| Street Address |  |
| City, State, Zip Code |  |
| **Area Code and Telephone Number** |  |
| **Web Address** |  |
| **Nine-digit Federal Identification Number** |  |

**Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount Requested:** $ **Project Duration**: Months

**Provide a one-paragraph summary of your project (please do not exceed the space remaining on this page, double spaced 12pt. font)**:

Qualifications of Organization, Project Principal, and Project Team

Limit to one page or less, double spaced 12pt. font.

**A. Qualifications of the applicant organization** (501(c)(3) status, length of time in business):

**B. Qualifications of the project principal (**Length of time with the applicant organization, degrees, years of experience):

Detailed Project Description

Limit to five pages or less, double spaced 12pt. font.

A. Project Description and Rationale

Describe your project in detail. Explain your proposed strategies and activities, making certain that they are consistent with the project goals and outcomes specified in section D below. Explain how the project will meet the STEM needs of the target audience:

**B. Needs Assessment**

Describe the data you have collected, and/or plan to collect, to determine the STEM education needs of the target audience to be served through this project.

Describe how available data support the STEM education strategies incorporated into the proposed project:

**C. Target Audience**

Describe in detail the target population whose STEM needs will be addressed by the project. Include the number to be served and relevant demographic information:

**D. Goals and Outcomes**

List up to four goals that indicate how the target audience will benefit from the project. For each goal, provide up to three measurable outcomes that serve as indicators of the completeness and success of the project:

Marketing and Outreach Plan

Limit to two pages or less, double spaced 12pt. font.

**A. Describe the communication and outreach strategies and vehicles you will use to keep the target audience informed and engaged. Explain why you believe these strategies will be effective, and describe any data that support your approach**:

Evaluation Plan

Limit to two pages or less, double spaced 12pt. font.

**Describe your evaluation plan and the types of data you will use to evaluate the project and discuss how the project will be sustained after the grant**:

Timeline

Limit to two pages or less, double spaced 12pt. font.

**Provide a single, sequential timeline for your project, indicating the dates of major activities and milestones. Be certain to include the project start date and end date:**

Budget and Budget Narrative

Limit to two pages or less, double spaced 12pt. font.

**Please provide a line-item budget followed by a budget narrative explaining each line item. Note that indirect costs or overhead must not exceed 10% of the other grant expenditures**. Be sure to consider any costs related to marketing and evaluating your project. Also, please indicate any cash or in-kind contributions the project principle/organization will make in support of the proposed project.

**STEM Innovation Grant Checklist**

Did you:

* Provide all requested contact information?
* Provide 501(c)(3) information?
* Include any necessary attachments?
* Follow all formatting requests: **double-spacing, 12pt. font size, text length requirements in each section.**