

MEMORANDUM

Date: July 1, 2013

To: Informal Science Organizations

From: Utah State Office of Education
Sarah Young, Science Specialist
sarah.young@schools.utah.gov

RE: Science RFP FY 2014 Application
Deadline: August 15, 2013

You are invited to consider your eligibility and interest in applying to provide outreach services to students and teachers in the public schools of Utah. The Utah State Legislature provides funding through the State Office of Education for science outreach programs in the schools. RFP (Request for Proposal) is a competitive application process used to identify programs that best meet requirements established by the Utah State Board of Education. Please note that the available funding for this cycle is \$225,000 for FY 2014.

The purpose of the outreach program is for informal science organizations --- through visits¹ to the schools, onsite learning, and teacher professional development --- to provide opportunities for students and teachers to develop and use the knowledge, skills and appreciation defined in the State Science Core Curriculum². The long-term desire of the districts and schools is that these programs “work towards local sustainability through collaboration, student learning activities, teacher development, and operations procedures.”

Eligibility requirements and descriptions of approved programs are on the following page. If you decide to apply, your application must be received by August 15, 2013 at 5 PM in a digital PDF file to sarah.young@schools.utah.gov. At the time the application is received, you will receive notice of its arrival. We expect to be able to share outcomes with the applicants no later than September 16, 2013.

¹ These school visits consist of lecture demonstrations/presentations, in-depth instructional workshops, residencies, side-by-side mentoring.

² Core Curriculum for Science: <http://schools.utah.gov/CURR/science/Elementary.aspx>
<http://schools.utah.gov/CURR/science/Secondary.aspx>

Eligibility Requirements

1. Organization must be a non-profit *science* organization that provides *science*-related services, performances or instruction to the Utah community.
2. Organization must have existed and provided education outreach for at least three years prior to application with a track record of proven fiscal responsibility, of demonstrated excellence³ in their discipline, educational soundness, and the ability to share their discipline creatively and effectively in educational settings.

Description of approved outreach programs

Must be educationally sound, in that learning activities or programs:

- a. Are designed for the community and grade level being served, including suggested preparatory activities and core-relevant follow-up activities.
- b. Focus on specific Science Core Curriculum concepts and Intended Learning Outcomes as articulated in the Utah Science Core Curriculum.
- c. Show continuous improvement of services guided by analysis of evaluative tools.
- d. Must be able to scale to meet the full statewide-targeted population at the conclusion of the three-year RFP cycle.

³ Organization must be of a professional level, which means they

- a. Have been juried or reviewed based on criteria for scientific excellence by a panel of recognized and qualified critics in the appropriate discipline;
- b. Have received recognitions of excellence through and award, invitation, a prize, grant or commission to participate in a recognized series of presentations in a well-known venue; and
- c. Include a recognized and qualified professional who has created a scientific project or composition specifically for the organization to present in the appropriate field, or
- d. Have combined any of the above criteria.

SCIENCE RFP FY 2014 APPLICATION
Utah State Office of Education

1. Name of Organization		
2. Organization Street Address		
3. Organization City		
4. Organization Zip Code		
5. Authorizing Official <i>This person in the organization is authorizing this project and is responsible for assuring matching funds.</i>		
6. Title of Authorizing Official		
7. Email for Authorizing Official		
8. Work Phone for Authorizing Official		
9. Name of Education Coordinator <i>This person will need to be familiar with all paperwork, requirements, guidelines, financial information and much more. This person coordinates the whole educational outreach program and is the lead contact for your agency.</i>		
10. Email for Education Coordinator		
11. Work Phone for Education Coordinator		
12. Work Address for Education Coordinator	Street Address	
	City and Zip	
13. Dollar Amount of Funding Requested		
14. Dollar Amount of Matching Funds <i>Should be at least a 1:1 match.</i>		
15. 501C3 Document verifying organization's non-profit status attached?	YES	NO
16. Vitas of Education Coordinator and those who will be performing services attached?	YES	NO
17. Documentation establishing "professional excellence" attached?	YES	NO
18. Documentation establishing track record of proven fiscal responsibility attached?	YES	NO

General Instructions

For the narrative sections 1 and 2 (Background Information and Proposal for Services) use at least 12-point Arial or Times New Roman font. Provide all the requested information. Do not reply “not applicable” to any of the questions.

- Each page of the narrative must indicate at the top:
 - Page number
 - Name of the Organization
 - Name of the Education Coordinator
- Use the outline format and numbering system of this application and retype “topic” (e.g., education mission, etc.) prior to answering.
- Use single space between paragraphs.
- Use 8.5x11 inch white paper, one side only.
- Use margins of at least one inch on the top, bottom, and sides of all pages.

Section 1: Background Information

- I. Organization’s educational outreach programs
 - a. State your education mission.
 - b. State your purpose.
 - c. State your objectives.
 - d. List educational programs with a brief description.
 - i. Student development of knowledge, skills and appreciation defined in the Science Core Curriculum.
 - ii. Professional experiences for teachers and use of science content, skills, and the ability to help students achieve the objectives outlined in the Utah Science Core Curriculum.
 - iii. School science programs or curriculum.
 - iv. Sustainability.
- II. Budget expenditure summary for education outreach associated with the K-12 student and teacher community that is directly aligned with the Utah Core Science Standards for the past three years. *Use this grid.*

Expense	Organization Budget		
	FY 2011	FY 2012	FY 2013
Personnel: Education Coordinator			
Education Staff / Presenters			
Royalties			
Gas			
Lodging			
Materials (Itemize)			
Other (Identify)			
Totals			

III. Statistical summary of services performed over the past three years. Attach additional pages of charts for each of your programs.

Name of Program

2011	# Programs	# Students	# Teachers	Length of Program
Outreach				
In-Depth Classroom				
Classroom				
Grade-Level Assembly				
Multi-Grade Assembly				
Presentations				
Teacher Professional Development				
In-Depth Professional Development				
Outreach Workshops				
In-House Workshops				
Teacher Resources				

2012	# Programs	# Students	# Teachers	Length of Program
Outreach				
In-Depth Classroom				
Classroom				
Grade-Level Assembly				
Multi-Grade Assembly				
Presentations				
Teacher Professional Development				
In-Depth Professional Development				
Outreach Workshops				
In-House Workshops				
Teacher Resources				

2013	# Programs	# Students	# Teachers	Length of Program
Outreach				
In-Depth Classroom				
Classroom				
Grade-Level Assembly				
Multi-Grade Assembly				
Presentations				
Teacher Professional Development				
In-Depth Professional Development				
Outreach Workshops				
In-House Workshops				
Teacher Resources				

For a brief description of these categories, refer to Appendix A.

- IV. Summary of collaborations with school communities and USOE in planning visit preparation/follow-up content that is related to the State Science Core Curriculum.
- V. Description of evaluation processes conducted to provide for continuous improvement.
- VI. Attach resumes for all presenters and education directors.

Section 1: Narrative

Proposal for FY 2014 Services

- I. State which of your educational programs you wish to be considered for funding. Remember these must be proven programs whose impact you have established in the Background Information.
 - a. Collaboration/Coordination/Community Building
 - i. Present evidence of collaboration in a systematic way with invested constituents (teachers, administrators, iSEE colleagues, organization staff, school, community, and USOE.)
 - ii. Describe how collaborative activities inform the development and implementation of this outreach service.
 - iii. Describe your method of evaluation and how it is used to motivate students and teachers, and improve your program.
 - b. Professional Development Activities
 - i. Describe plans for helping teachers integrate the outreach program into their instructional plans, which includes preparing students for visits, and afterwards reinforcing the concepts presented.

- ii. Describe strategies for helping teachers develop and expand skills in helping students to achieve the Core Objectives/Life Skills.
 - iii. Describe strategies to go beyond one-time activities, such as follow-up teacher workshops, docent visits, and mentoring.
 - iv. Describe sustainable opportunities for teachers to increase their content knowledge and deliver effective instruction specific to that content knowledge.
- c. Student Learning Activities
- i. Describe how the activities are aligned to the Utah State Science Core Curriculum and Intended Learning Outcomes for the students/teachers being served.
 - ii. Describe plans to engage the active participation of students, share the discipline creatively and effectively, and help students achieve specific Core Objectives/ILO's.
 - iii. Identify how the learning activity moves beyond entertainment and addresses student understanding of the discipline.
 - iv. Describe the ways in which the learning activity is designed so that students will inquire and have opportunities to ask questions related to the discipline and interact with the science presenters.
- d. Operations Plans
- i. Identify and define intended audience (single classroom, grade level assembly, multi-grade assembly, etc.)
 - ii. Estimated number of students and teachers observed.

2013	# Programs	# Students	# Teachers	Length of Program
Outreach				
In-Depth Classroom				
Classroom				
Grade-Level Assembly				
Multi-Grade Assembly				
Presentations				
Teacher Professional Development				
In-Depth Professional Development				
Outreach Workshops				
In-House Workshops				
Teacher Resources				

- iii. Present your action plan and timeline for reaching districts and schools, and rationale for those plans. Note: You need to be able to demonstrate that you can scale the program to reach all schools and districts with your target age group in the entire state of Utah.

- iv. Describe your rationale for the amount and type of services you propose, and how your evaluation of the past years influences your choices.
 - v. Describe your evaluation processes, including what specific data will be gathered, and how it will be documented, analyzed, and utilized to provide continuous improvement.
- II. Provide the same information for any additional programs you wish to be considered.

Budget If you are proposing more than one program, provide separate budgets for each program. *Use this grid.*

Part 3: BUDGET			
Applicant:			
Description	Funding Requested – Year One	Projected Funding Request – Year Two	Projected Funding Request – Year Three
A. (100) Salaries			
B. (200) Employee Benefits			
C. (300) Purchased Professional & Technical Services			
D. (400) Purchased Property Service			
E. (500) Other Purchased Service			
F. (580) Travel			
G. (600) Supplies & Materials			
H. (800) Other (Exclude Audit Costs)			
I. TOTAL DIRECT COSTS (Lines A through H)			
J. (800) Other (Audit Costs)			
K. Indirect Cost (I * Approved Indirect Cost Rate)			
L. Property (includes equipment)			
M. TOTAL (Lines I through L)			

Signature Form (Please make sure this section is on its own page.)

Authorizing Official

Name (typed)

Signature

Date

Education Coordinator

Name (typed)

Signature

Date

Appendix A

Program Details	
Outreach	
In-Depth Classroom	A series of programs or residencies delivered to a single classroom emphasizing lower teacher to student ratio which target specific core objectives for that grade.
Classroom	Programs delivered to a single classroom which target specific core objectives for that grade.
Grade-Level Assembly	Programs delivered to multiple classrooms of a single grade which target specific core objectives for that grade.
Multi-grade Assembly	Programs administered to multiple grades which may include relevant core objectives from participating grades.
Presentations	Fully produced, professional presentations
Field Trips	
Core-Based Program or Performances	Programs lead by education staff based on the Utah State Core. Includes pre- and post-visit activities.
Facilitated Exhibits	Education staff member lead exploration of exhibits which may include pre and post visit activities.
Self-Guided	Self Guided Field Trips are teacher facilitated lead exploration of exhibits and may include supporting curriculum resources and educational staff.
Teacher Professional Development	
In-Depth Professional Development	Programs with multiple on-going contacts aimed at providing teachers with knowledge and on-going support and training to increase their ability and skill in teaching across various science subject areas.
Outreach Workshops	Off-site programs aimed at providing teachers with knowledge and training to increase their ability and skill in teaching across various science subject areas.
In-House Workshops	On-site programs aimed at providing teachers with knowledge and training to increase their ability and skill in teaching across various science subject areas.
Teacher Resources	Topic relevant lesson plans and resources, based on Utah State Core, used by teachers to supplement their classroom teaching activities.

# of Student Experiences	Number of students who have received services between July 1 and June 30 associated with the state fiscal calendar. Students are to be counted once per program.
# of Teacher Experiences	Number of teachers who have received services between July 1 and June 30 associated with the state fiscal calendar. Teachers are to be counted once per program.
# of Schools	Number of schools that have received services between July 1 and June 30 associated with the state fiscal calendar. Schools are to be counted once per program.
# of Districts	Number of districts that have received services between July 1 and June 30 associated with the state fiscal calendar. Districts are to be counted once per program.
# of Programs	Number of times this program has been delivered between July 1 and June 30 associated with the state fiscal calendar. Programs are to be counted only once.
Length of Program	Length of this program in hours.
# of Staff/Volunteers	Average number of staff/volunteers who deliver the program.