

**UTAH STATE BOARD OF EDUCATION
Informal Science Education Enhancement Provisional
Program (iSEE)**

**COMPETITIVE
GRANT APPLICATION
for
July 2018 – June 2019**

**Applications Due:
Friday, May 4, 2018, 5:00 p.m.**

Contact: Ricky Scott
K-12 Science Specialist
Utah State Board of Education
250 East 500 South
PO Box 144200
Salt Lake City, UT 84114-4200
Phone: (801) 538-7808

richard.scott@schools.utah.gov

Kellie Yates
STEM Liaison between STEM AC and USBE
STEM Action Center
60 East South Temple, Suite 850
Salt Lake City, UT 84111
Phone: (801) 824-3013

kellieyates@utah.gov

FAST FACTS FOR SUBMITTING A COMPETITIVE ISEE PROVISIONAL PROGRAM GRANT APPLICATION

AWARDS: Grant activities may begin only after receipt of the grant approval notice. This is anticipated to be July 1, 2018. All grant activities for year one must end by June 30, 2019. Available funding for awards for FY 2019 is \$225,000 pending State Legislative approval. Organizations may need to apply for a new grant each fiscal year to receive funding that will build capacity toward meeting the requirements for recommendation for ongoing funding by the Utah State Board of Education.

DEADLINE: All applications must be delivered via email to Ricky Scott at the Utah State Board of Education by 5:00 p.m. on Friday, May 4, 2018. Faxed applications will not be accepted.

REQUIREMENTS: To be considered, the Utah State Board of Education (USBE) must receive one electronic copy by the date specified above. E-mail the electronic copy to richard.scott@schools.utah.gov. All email submissions will be confirmed with a receipt email from USBE within 24 hours. It is the responsibility of the lead partner to follow up with USBE to confirm the receipt of the application by the articulated due date.

Listed below are the required components of an acceptable application in the order they should appear. The narrative sections of the proposal must be double-spaced, Arial font and not smaller than 11-point. The narrative is limited to 15 pages. Applications must adhere to the page limitations on the narrative sections. See the guidance in this application packet for complete information. Applications must not include additional material beyond that allowed in the following list:

Cover Page

Narrative Section 1: Background Information

Narrative Section 2: Proposal for FY 2019 Services

Budget

Signature Form

QUESTIONS REGARDING THE GRANT PROGRAM/APPLICATION MAY BE DIRECTED TO:

Contact: Ricky Scott	Kellie Yates
K-12 Science Specialist	STEM Liaison
Utah State Board of Education	STEM Action Center
250 East 500 South	60 East South Temple, Suite 850
PO Box 144200	Salt Lake City, UT 84114
Salt Lake City, UT 84114-4200	Phone: (801) 824-3013
Phone: (801) 538-7808	
richard.scott@schools.utah.gov	kellieyates@utah.gov

Application Instructions for Institutions of Informal Science Seeking an iSEE Provisional Program Grant

You are invited to consider your eligibility and interest in applying to provide science outreach services to K-12 students and teachers in the public schools of Utah. The Utah State Legislature provides funding through the State Board of Education for science outreach programs in the schools. This application for an iSEE Provisional Program Grant is a competitive application process used to identify programs that best meet requirements established by the Utah State Board of Education.

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 Standards². 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:

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.
3. Organizations must be prepared to provide at 1:1 match for the requested funding to be used to meet the iSEE programming defined in the proposal.

Description of Approved Outreach Programs:

1. 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 standards-relevant follow-up activities.
 - b. Focus on specific science and engineering practices and use of the science content knowledge and intended learning outcome related skills defined in the current Utah State Science Standards.
 - c. Show continuous improvement of services guided by analysis of evaluative tools.

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

² UT Science Standards can be found on USBE Science Website (<https://www.schools.utah.gov/curr/science>) in the “Utah Core Standards” Tab. (Please note that *K-2, 3-5, and 9-12 Science Standards are currently under review and may change near future*)

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 an 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.

iSEE FY 2019 Provisional Program APPLICATION – Cover Page

Name of Organization		
Organization Street Address		
Organization City		
Organization Zip Code		
Authorizing Official <i>This person in the organization is authorizing this project and is responsible for assuring matching funds.</i>		
Title of Authorizing Official		
Email for Authorizing Official		
Work Phone for Authorizing Official		
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>		
Email for Education Coordinator		
Work Phone for Education Coordinator		
Work Address for Education Coordinator: Street Address:		
Work Address for Education Coordinator: City and Zip:		
Dollar Amount of Funding Requested: (Total available funding is \$225,000)		
Dollar Amount of Matching Funds for outreach programming (<i>Should be at least a 1:1 match</i>)		
501C3 Document verifying organization's non-profit status attached?	YES	NO
Vitas of Education Coordinator and those who will be performing services attached?	YES	NO
Documentation establishing "professional excellence" attached?	YES	NO
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 within the 15-page narrative maximum. Provide all requested information. Do not reply “not applicable” to any of the questions.

Each page of the narrative must include a page header with the following information:

- Page number
- Name of the Organization
- Name of the Education Coordinator
- 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

Part A. Organization’s educational outreach programs

1. State your education mission.
2. State your purpose.
3. State your objectives.
4. List each of your current K-12 school educational programs with a brief description.
 - a. Include how these address student development of the science content knowledge and intended learning outcome related skills defined in the current Utah State Science Standards.
5. List each of your current K-12 science teacher professional development programs
 - a. Include how these address building teacher knowledge and skills focused on science content knowledge and intended learning outcome related skills defined in the current Utah State Science Standards.

Part B. Budget expenditure summary from the past three fiscal years. *(Please use the below table. Note, you are not required to have previously received legislative funding to apply for this provisional program grant.)*

Expense	Legislative Funding Received			Organization Match – (If required, should be at least 1:1 match)		
	FY 2015	FY 2016	FY 2017	FY 2015	FY 2016	FY 2017
Education Personnel Salaries						
Exhibit or Building Development Funds						
Materials (Itemize)						
Other (Identify)						
Totals						

Part C. Statistical summary of services performed over the past three years. (For a brief description of these categories, refer to Appendix A.)

Years:	# Programs	# Student Experiences	# Teacher Experiences	Length of Program
Outreach				
In-Depth Classroom				
Classroom				
Grade-Level Assembly				
Multi-Grade Assembly				
Presentations				
Teacher Professional Development (PD)				
In-Depth PD				
Outreach Workshops				
In-House Workshops				
Teacher Resources				

Part D. Summary of collaborations with school communities and USBE in planning visit preparation/follow-up content that is related to the State Science Core Curriculum.

Part E. Description of evaluation processes conducted to provide for continuous improvement.

Part F. Attach resumes for all K-12 school program presenters and education directors. (Not included in page number limit for narrative.)

Section 2: Narrative - Proposal for FY 2019 Services

Part A. State which of your educational programs you wish to be considered for funding. *(Note: These must be proven programs whose impact you have established in the Section 1: Background Information.)*

Part B. Collaboration/Coordination/Community Building

1. Present evidence of collaboration in a systematic way with invested constituents (teachers, administrators, iSEE colleagues, organization staff, school, community, and USBE.) and describe how collaborative activities inform the development and implementation of this outreach service.
2. Describe your method of evaluation and how it is used to motivate students and teachers, and how it improves your program.

Part C. Professional Development Activities

1. 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.
2. Describe strategies for helping teachers develop and expand skills in helping students to achieve the outcomes aligned with the Utah Science Standards.
3. Describe strategies to go beyond one-time activities, such as follow-up teacher workshops, docent visits, and mentoring.
4. Describe sustainable opportunities for teachers to increase their content knowledge and deliver effective instruction specific to that content knowledge.

Part D. Student Learning Activities

1. Describe how the activities are aligned to the Utah Science Standards for the students/teachers being served.
2. Describe how the activities are aligned to science and engineering practices and use of the science content knowledge and intended learning outcome related skills defined in the current Utah State Science Standards.
3. Describe plans to engage the active participation of students, share the discipline creatively and effectively, and help students achieve specific science content knowledge and intended learning outcome related skills defined in the current Utah State Science Standards. Specifically, describe the ways in which the learning activity is designed so that students will inquire, investigate, and have opportunities to ask questions related to the discipline and interact with the science presenters.
4. Identify how the learning activity moves beyond entertainment and addresses student understanding of the discipline.

Part E. Operations Plans for iSEE Scale-up

1. Identify and define intended audience (single classroom, grade level assembly, multi-grade assembly, etc.)
2. Estimated number of students and teachers you would engage during the 2019 Fiscal Year. (While applying institutions are required to provide Outreach, Teacher Professional Development, and Teach Resources, they are not required to provide programming in each of the Outreach and Teacher Professional Development sub-categories).

FY 2019	# Programs	# Student Experiences	# Teacher Experiences	Length of Program
Outreach				
In-Depth Classroom				
Classroom				
Grade-Level Assembly				
Multi-Grade Assembly				
Presentations				
Teacher Professional Development (PD)				
In-Depth PD				
Outreach Workshops				
In-House Workshops				
Teacher Resources				

3. Describe your plan for reaching ALL districts and schools that teach your targeted Utah Science Standards over a three year scale-up effort supported with your provisional program funding.
4. Describe your evaluation processes, including what specific data will be gathered, and how it will be documented, analyzed, and utilized to provide continuous improvement.

Budget

Description	Funding Requested – Year One
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

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 Utah Science Standards and ILO's for that grade.
Classroom	Programs delivered to a single classroom which target specific Science Standards and ILO's for that grade.
Grade-Level Assembly	Programs delivered to multiple classrooms of a single grade which target specific Science Standards and ILO's for that grade.
Multi-grade Assembly	Programs administered to multiple grades which may include relevant Science Standards and ILO's from participating grades.
Presentations	Fully produced, professional presentations
Field Trips	
Core-Based Program or Performances	Programs lead by education staff based on the Utah Science Standards and ILO's. 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. These need to be scheduled and documented engagement that was planned and confirmed by the organization and/or school.
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 Science Standards, used by teachers to supplement their classroom teaching activities. (*Note: Relative to your professional development programs, please do not include teacher or student numbers in this section that you have reported in your professional development section unless you are actively following-up with teachers to measure use of resources that are distributed through PD workshops.)

# of Programs	Number of times this program has been delivered between July 1 st and June 30 th of the stated fiscal year. Programs are to be counted only once.
# of Student Experiences	Number of student experiences provided between July 1 st and June 30 th of the stated fiscal year. Students are to be counted once per program.
# of Teacher Experiences	Number of teacher experiences between July 1 st and June 30 th of the stated fiscal year. Teachers are to be counted once per program.
Length of Program	Length of this program in hours.
# of Schools	Number of schools that have received services between July 1 st and June 30 th of the stated fiscal year. Schools are to be counted once per program.
# of Districts	Number of districts that have received services between July 1 st and June 30 th of the stated fiscal year. Districts are to be counted once per program.
# of Staff/Volunteers	Average number of staff/volunteers who deliver the program.