DELAWARE FOUNDATION for SCIENCE & MATHEMATICS EDUCATION

"Encouraging Excellence in Science and Math"

DFSME Seed Grants: Descriptions, Parameters, and Instructions

DFSME provides seed grants each year for innovative programs that support our mission and vision and are suited to standards-based STEM/STEAM education for Delaware educators and students. We accept proposals from teachers, administrators, sponsors of student groups, and agencies and community groups that provide afterschool or other supplemental STEM/STEAM education and experiences. If you are not sure whether you qualify to submit a proposal please contact anne.dfsme@gmail.com. Your subject heading should be "Seed Grant Query."

Seed Grants are designed to provide a portion of the costs of a program that either is new or that replicates a successful program in a new geographic area or for a new population. The awards range from $1,000 to $5,000. Seed Grants are funded directly by DFSME through the generous support of our donors. Preferred programs are research driven, produce measurable outcomes and data that can be shared and, if successful, can be adopted by others and become self-sustaining. If a program is proposed by a private school or agency, the program must be open to participants from public schools.

Seed Grant applications are appropriate for

- Pilot programs with the potential for expansion and for translation to a systemic change in STEM/STEAM education;
- Programs that replicate existing, proven STEM or STEAM programs, bringing them to new geographical areas or new demographic populations;
- The hiring of expert consultants or presenters whose efforts, expertise or creativity supplement a funded program;
- Teacher training, student and/or teacher camps, classroom projects, curriculum writing, and extracurricular programs with a STEM or STEAM focus.

See the Seed Grant page at www.DFSME.org/seed-grants/ for ideas/examples of topics.

Seed Grant applications are not appropriate for

- The purchase of equipment or materials with the exception of trial materials required by a funded program;
- Substitutes unless the teacher absence is due to professional development related to a funded program;
- Programs that do not have STEM/STEAM education as a main focus;
- Ongoing operations costs or indirect costs;
- Programs that will be run outside of Delaware;
- Programs that do not fit DFSME's stated mission and goals.

If the program for which you seek funding is one that meets the above criteria and is consistent with our mission statement (see http://www.dfsme.org/about-us/) please submit a *proposal of no more than five pages using 12 point font,* along with a *cover page* and *budget*. If at all possible, please also provide *letters of support* as described in the next section.

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Directions for Submitting a Seed Grant Proposal

The cover page must come first, and must contain the title of your program, the name(s) of those submitting the proposal and their affiliation(s), their contact information, and the proposal's field of endeavor. Do not add anything else to the cover page. Please do not include graphics of any kind. The cover page does not count as a page of your five-page proposal limit.

The five-page proposal must include the following information and must follow the order indicated below:

1. Title of the proposed program
2. Field of endeavor (K-5 math, HS science, Special Ed science, etc.)
3. Name and *brief* background of the requesting organization, and names, positions and *brief* descriptions of the qualifications of the principle investigators
4. Size of grant requested, proportion of total need the grant represents, other sources of funding with amounts received or committed to the program
5. Need that the proposed program fulfills
6. Purpose and description of the proposed program, including the target audience, a description of the impacted population, and the proposed activities
7. Period of activity (start and finish dates as well as dates of interim activities if any)
8. List of deliverables/output at completion date and description of short-term outcome(s)
9. Long-term outcomes, if any, and expected time needed to confirm these outcomes
10. Proposed methods for assessing success of short and long-term outcomes

If any illustrations or graphics are used, they are included in your five-page limit.

A general budget will come next. Within the general budget, identify the element(s) the grant will cover and provide a broken-out list of those expenses. This is not a part of your five-page limit.

Finally, please include any letters of support such as commitments from any person or organization providing a venue, commitments from key personnel, and/or a letter of recommendation from an appropriate administrator. These are not a part of your five-page limit.

The total number of pages will vary but must include the cover page, the proposal, and the budget, plus any letters of support.

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Email: anne.dfsme@gmail.com ▪ Website: http://www.dfsme.org

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Proposals will be assessed on

1. whether the application contains all requested information in the order requested,
2. whether the described programming answers the stated need and has the potential to create a lasting impact on STEM learning, or substantially strengthens the skills of STEM teachers and/or students,
3. strength of the approach (i.e. methodology and impact),
4. outcomes/solutions and assessment methods,
5. the impacted population,
6. match to DFSME educational goals,
7. balance between outcomes and anticipated costs (including other funding sources that can lead to a sustainable program,
8. indication(s) of administrative support for the proposed program as appropriate (including such things as commitment to providing venue, release time or other pertinent supports).

Goals, outcomes and measurements of success will be emphasized.

Completed proposals can be sent to Anne Pfaelzer de Ortiz at anne.dfsme@gmail.com.
If you have any questions, do not hesitate to contact Anne, but please *do so in a timely fashion. Questions or requests at the last minute might not be acknowledged or answered in time for you to meet the deadline.*

Please note that if the program committee has questions about your proposal, you may be asked to submit further information or clarifications.

A few words about accountability: DFSME is accountable to its donors for responsible and impactful use of their donations. DFSME needs project reports to assess the impacts and outcomes of the programs it supports and to demonstrate these results to our funders. Thus, reports are required of winning grantees. The nature and details of reports will be determined by each project and will be discussed with the winners. We will keep reporting requirements reasonable. Deadlines for reports will be established by DFSME and the grantee together. All of this said, please note that non-submission of timely reports may result in the withholding of the final payment of grant funds. In addition, grantees, and their affiliated institutions, will be blocked from applying for future grants until such time as an acceptable report has been submitted and accepted.