



---

# ***Request for Applications (RFA) Designated STEM Schools Grant V***

---

## **IMPORTANT INFORMATION**

<b>Objective:</b>	To support and fund ongoing growth of Nevada Governor Designated STEM Schools through targeted STEM professional learning and instructional planning. See the Nevada STEM Framework for more information regarding the designation. <a href="https://osit.nv.gov/STEM/NV_STEM_Framework/">https://osit.nv.gov/STEM/NV_STEM_Framework/</a>
<b>Proposals Due:</b>	September 30, 2024 5:00 p.m. PST
<b>Funding Available:</b>	\$200,000
<b>Eligibility:</b>	Any current Nevada Governor Designated STEM School.
<b>Contact:</b>	Tracey Howard <a href="mailto:T.Howard@gov.nv.gov">T.Howard@gov.nv.gov</a>  Liz Dziminski <a href="mailto:LDziminski@gov.nv.gov">LDziminski@gov.nv.gov</a>



## Governor's Office of Science, Innovation and Technology Request for Applications - Designated STEM Schools Grant

### **INTRODUCTION:**

The Governor's Office of Science, Innovation and Technology (OSIT) of Nevada was established by the Legislature (NRS 223.600) to promote, coordinate and align education, workforce, and economic development and diversification efforts in the areas of science, technology, engineering, and mathematics (STEM). OSIT identifies and awards Governor's STEM School Designees throughout Nevada. OSIT developed and uses the [Nevada STEM Framework](#) to identify high-quality STEM schools in Nevada.

Designated STEM schools have school-wide systems in place to support STEM learning experiences, implement high-quality hands-on instruction, and partner with the community to develop relationships and authentic learning opportunities. Designated STEM schools understand the need for ongoing reflection, professional learning, and teacher planning opportunities to continually improve student learning experiences. OSIT desires to assist schools as they invest in their educators and grow their capacity to deliver high-quality STEM instruction to their students.

### **SECTION I: DESIRED OUTCOMES**

This grant opportunity supports Designated STEM schools in offering STEM-related professional learning or planning opportunities to educators. Funds should be used to target specific learning and/or planning actions that will advance the STEM school along the [Nevada STEM Framework](#). Successful applicants for funding will clearly articulate how proposed projects and actions will support the school's development around one or more attributes on the [Nevada STEM Framework](#).

### **SECTION II: GRANT INFORMATION**

#### *Project Structure:*

Funds from a grant award must be used to support development of high-quality STEM attributes, as described in the [Nevada STEM Framework](#). Grant awards may be used to fund professional learning and planning expenses:

- STEM-related professional learning fees;
- Stipends or extra duty pay for educators to plan high-quality STEM instruction or attend professional learning opportunities outside of regular contract hours;
- Funding for substitutes to allow educators to plan high-quality STEM instruction or attend professional learning opportunities during the school day;
- Curriculum and materials required for targeted STEM professional learning;
- Materials, supplies, or equipment needed to implement teacher-developed, high-quality STEM instruction.

#### *Eligibility Information:*

Any Nevada Governor's Designated STEM School. See the [OSIT website](#) for a complete list of designated schools.



### **SECTION III: AWARD INFORMATION**

#### **Awards Process:**

A competitive process will be used to make awards. All responses that meet the minimum requirements outlined below in Section IV will be scored by OSIT staff. OSIT reserves the right to determine the number of awards for this grant cycle, based on funds available and projects selected.

#### **Spending Timeframes:**

All funding received from the state must be spent by June 30, 2025. In most cases, this means that professional learning or planning funded by the grant must occur prior to June 30, 2025, unless the applicant seeks funding for outside professional learning where it is customary to prepay for a program that takes place at a later date. Contact your district grants department to confirm prepayment allowances. Please see the Reporting Requirements section below for more details regarding spending and reporting.

### **SECTION IV: APPLICATION & SUBMISSION INFORMATION**

A comprehensive, well-written application provides all the information necessary for a complete evaluation. A complete application will include the following four (4) components listed below and described later in greater detail. Each section inside the grant should include headings and subheadings:

- 1) Cover Sheet
- 2) Budget Plan;
- 3) Project Narrative;
- 4) Letter(s) of Commitment.

**Incomplete applications or applications that did not follow the submission requirements, including the formatting requirements described in detail below, as of the filing deadline, will not be scored for funding consideration.**

#### **1. Cover Sheet (Pass/Fail)**

**Format:** The cover sheet must not exceed one (1) page, must be double-spaced, Times New Roman 12-point font with 1-inch margins on all sides of 8½ by 11 size (letter size) paper.

- **School Information**  
School name, full address, phone number, website
- **Project Information**  
Project title, type (professional learning, planning, or both), and proposed dollar amount
- **School Administrator Information** (overall project responsibility)  
Full name, title, phone number, email address
- **Project Contact** (daily project contact – if different than school administrator)  
Full name, title, phone number, email address
- **Fiscal Agent Contact** (daily contact for grant/fiscal matters– if different than Project Contact)  
Full name, title, full address, phone number, email address



## 2. **Budget Plan** (10 points possible)

**Format:** The budget plan includes the budget table and the budget narrative. For the budget table, use the template located in Attachment A. The budget table does not have a page limit. The budget narrative must not exceed two (2) pages, it must be double-spaced, Times New Roman 12-point font with 1-inch margins on all sides of 8½ by 11 size (letter size) paper.

The applicant is required to submit a budget *table* and a budget *narrative*.

- The budget table should be completed in the template provided in Attachment A. Costs should be broken down into individual line items. All project costs should be included. See Attachment A for additional instructions.
- The budget narrative must demonstrate a clear and strong relationship between the project's expenses, the project's goals and activities, and the [Nevada STEM Framework](#). The budget narrative should be detailed, reasonable and adequate, and cost efficient. The narrative should focus on explaining expenses, not listing or summarizing them. From the budget narrative, the reviewer should be able to assess how the budget expenditures relate directly to the goals of the project and the [Nevada STEM Framework](#).

## 3. **Project Narrative** (40 points possible)

**Format:** The Project Narrative must not exceed three (3) pages, it must be double-spaced, Times New Roman 12-point font with 1-inch margins on all sides of 8½ by 11 size (letter size) paper.

The following information must be contained within the Project Narrative. Please respond to each question below and please number your response.

### a) **Needs Assessment** (15 points possible)

Describe the need for the project in the context of the [Nevada STEM Framework](#). Be sure to reference specific attributes within the [Nevada STEM Framework](#) as well as current conditions at the school related to the project and framework. For example, your school might self-assess at the developing level for attribute 2.1.3 (integration) and determine teachers at the school lack understanding of integration; the school proposes to purchase professional learning around integration and then pay teachers to plan integrated units of study.

### b) **Implementation Plan** (25 points possible)

Provide a detailed implementation plan with specific information, including:

- i. Vendor, organization, or professional providing the professional learning or leading the planning protocols;
- ii. Description of participants, including count and grade-level;
- iii. Expected timeline;



- iv. Goals for the project and expected outcomes, including how the success of the project will be measured and evaluated; and
- v. How project application will meet the need(s) identified in the Needs Assessment above and move the school closer to Model in the Nevada STEM Framework. Include a discussion of how the project will affect both educator practice and student achievement in coming years.

#### **4. Letters of Commitment- (Pass/Fail)**

Format: Letterhead with signature.

Provide a letter of commitment from the school administrator. Provide a letter of commitment from any partners needed in the execution of the project, if possible.

#### **Submission Timeline and Instructions**

Submit one (1) electronic copy of the application in a pdf by 5:00 p.m., PST September 30, 2024 to:  
<https://forms.gle/QmyzadTuGdQzN1Kz8>

Applications must be received by the date above. Applications received after the date above will not be considered.

#### **Tips & Common Pitfalls to Avoid**

- Ensure budget figures are mathematically correct, and the total of the budget summary matches the total on the title page.
- Use only whole dollar amounts.
- Observe page limits (any pages over the page limit will not be reviewed).
- Follow stated formatting guidelines.
- Respond to all sections of the application; ensure the thread that ties the application sections together are related.
- Supplanting - Grant funds may not be used to replace federal, state, or local funds that are currently being used or are forthcoming.
- Spell out acronyms at initial use. Eliminate jargon whenever possible.
- Do not assume reviewers are familiar with existing projects.
- Read the Request for Application (RFA) carefully.
- Submit applications early in case revisions need to be made.

#### **SECTION V: AWARD ADMINISTRATION INFORMATION**

##### **Grant Review and Selection Process**

Eligible applications are reviewed, evaluated, and competitively scored by reviewers. Applications selected to receive a grant award will enter a contract with OSIT in compliance with the State of Nevada regulations. OSIT reserves the right to award all, part, or none of the available grant funding during this grant round. In cases where the ranked applications may “tie”, OSIT reserves the right to consider Section B “Work Plan” scoring independently to determine placement.



To avoid disqualification, all application areas must be concise, complete and follow all formatting rules. Denial letters will be sent to applicants that are not funded.

### **Grant Commencement and Duration**

Project implementation must be initiated within thirty days (30) after funding is awarded. Requests for an exception to this rule must be justified and submitted in writing within thirty days of award. At the discretion of OSIT, the grantee risks losing the award if the project does not commence as required.

All grant funding must be spent by June 30, 2025. Grantees must specify in their application the length of the proposed project, including if some aspects of the project will continue or end after June 30, 2025 (see reporting requirements below). Projects must demonstrate sustainability or long-term impact beyond the initial reporting period. By submission of the grant application and acceptance of the award, the applicant is certifying its intention to continue and sustain the program beyond the initial grant implementation award. There is no expectation of funding beyond awarded grant funds.

### **Reimbursement Notice**

The Designated STEM Schools Grant is a reimbursement grant. Grantees are expected to pay for expenses up front from their budgets and will be reimbursed for eligible expenses listed in the approved award budget after a review of the expense request form and appropriate backup. Under certain limited circumstances, an advance of funds for specific, approved start-up costs may be requested by the grantee.

### **Fiscal Responsibilities**

All recipients of funding are required to identify a fiscal agent if the grantee is not its own fiscal agent. All recipients of funding are required to establish and maintain accounting systems and financial records to accurately account for awarded funds. All grant awards are subject to audits during and within three years after the grant award reporting period has concluded.

### **Reporting Requirements**

All recipients of funding are required to submit quarterly fiscal reports, quarterly progress reports, and a final evaluation. Recipients have the option of submitting monthly reports in lieu of quarterly reports. The final evaluation is due within thirty (30) days after the conclusion of the reporting period. The reporting period is defined as the signature date to June 30<sup>th</sup>, 2025. Grantees must continue to submit quarterly reports throughout the reporting period and a final evaluation even after all state funding has been spent. The quarterly reports and final evaluation must include the performance measures proposed in the application. OSIT maintains the right to withhold payments if reporting requirements are not met in a timely and efficient manner.

### **Additional Information**

All materials submitted regarding this application for OSIT funds becomes the property of the state of Nevada. Upon the funding of the project, the contents of the application will become contractual obligations.



Nevada Governor's  
Office of Science,  
Innovation and  
Technology



### **Bidding Process**

The grantee must follow all applicable local, state and/or federal laws pertaining to the expenditure of funds. Proof of Invitation to Bid, contracts, and any other pertinent documentation must be retained by the grantee. Likewise, all local, state, and federal permits required for construction projects must be acquired by the grantee within 90 days after the contract is entered.

### **Access for Persons with Disabilities**

The grantee shall assure that persons with disabilities are not precluded from using OSIT grant funded facilities. Projects must meet requirements as set by the Americans with Disabilities Act.

### **Maintenance and Operation**

The grantee is responsible for seeing that OSIT grant funded projects are maintained and operated in a condition equal to what existed when the project was completed; normal wear and tear is accepted. Maintenance and operations standards should be adopted upon completion of the project.

### **Signs**

Grantee shall post and maintain appropriate permanent signs or decals upon project sites or equipment acknowledging funding assistance from the appropriate grant fund upon the start of the project or purchase of equipment.

### **Nondiscrimination**

Projects funded with OSIT grant funds shall be available for public use, regardless of race, religion, gender, sexual orientation, age, disability, or national origin.

In any instance that the grant notice, award, rules, regulations, and procedures are silent – prior written approval is required.

## **SECTION VI: OSIT CONTACTS**

### **Grant Administration Contact:**

Tracey Howard

[T.Howard@gov.nv.gov](mailto:T.Howard@gov.nv.gov)

*Thank you for your interest in applying for the Designated STEM Schools Grant. You will be contacted if further information is required. Do not begin your project or incur costs until you have received a fully executed grant award contract.*



**Attachment A: Budget Template**

Professional Learning					
	Fee or Associated Cost - Description	Cost Per Participant, if Applicable	Number of Participants	Total Cost	
1					
2					
3					
Planning					
	Stipend, Extra Duty Pay or Other?	Amount of Incentive	Number of Participants	Number of Hours	Total Cost
1					
2					
3					
Materials, Supplies, Equipment, Curriculum					
	Description of Item	Cost of Item	Number of Items	Total Cost	
1					
2					
3					
Other Expenses					
	Description of Expense	Cost of Expense	Number of Items, if Applicable	Total Cost	
1					
2					
3					
Totals					
Professional Learning	Planning	Materials, Supplies, Equipment, Curriculum	Other Expenses	Total Request Amount	