

## **Applying for a VASE Hands-On Science and Technology (HOST) Grant**

HOST Projects should be primarily of a technical, engineering, or manufacturing nature. Funds may be used for materials, supplies, software, tools, space costs, event fees, travel expenses in connection with a supported activity, and/or general support of the organization or activity. Grants may include occasional stipends to instructors or mentors where appropriate, but the intent is not to support long-term salaries of teachers or other staff. The funds are intended to be utilized at the level of those directly doing the learning or making rather than supporting development of curricula, tools, manuals, classes or workshops.

### **Who can apply:**

Grants may be made to teams, clubs, schools, or other non-profit organizations engaged in hands-on, project-based technical learning. Organizations must be located in Vermont and conduct their activities primarily within Vermont. Participants may be of any age.

### **Examples of eligible recipients include:**

- Public entities, such as schools and municipalities.
- Incorporated 501(c)(3) organizations.
- Local chapters of national organizations, such as 4-H, Boy or Girl Scouts, etc.
- Unincorporated groups such as FIRST robotics competition teams or individual citizen science groups are eligible, but these must have a “fiscal agent” that qualifies as tax exempt, or associate with some other eligible organization in order to receive funds.

Groups that have been funded in the past are welcome to apply again. Each year's grants will be awarded to the best proposals in that year.

### **Evaluation Considerations for VASE HOST Grants**

The following are criteria the award committee intends to apply in the awarding of grants. Necessary conditions. (All grantees must meet these):

1. The organization must be based in Vermont
2. The activity must be primarily hands-on
3. Funds should directly support those doing the learning or making, not to classes, workshops, etc.
4. The activity should support the skills development and/or careers of the participants.
5. The activity should enhance collaboration among different organizations and/or age groups.
6. The activity should have a completion date within one year. And a plan to meet that date
7. The activity should lead to a result which can be evaluated. Success should be measurable
8. The organization should use the funds wisely and document how the funds are used.
9. The organization or activity should be reasonably independent and make its own budget decisions.

10. The participants should be willing to share their results with the others around the world
11. If possible the activity should support those financially, socially, culturally, physically, or educationally disadvantaged.

### **Proposal Submission**

All proposals are to be submitted electronically. They should be in the form of a single PDF document, submitted as an e-mail attachment. The filled in PDF form should be no longer than 5 pages using 12-point font. Please email your completed form to VASE President Grace Spatafora at [vtscieng@gmail.com](mailto:vtscieng@gmail.com)

### **Format for Grant Applications**

Grant applications should be in the form of a single PDF file as described here:

- A. Cover Page:** Please include the following on the first page of the proposal:
  - Name of primary applicant.
  - E-mail address of primary applicant
  - Title of project
  - Name of organization, non-profit status, and federal EIN number
  - Town or city where organization is located
  - Funding amount requested
  - A brief abstract of the project: a single paragraph summary, no more than about 200 words.
- B. Description of and motivation for your program:** Please include the following points on the subsequent pages:
  - Describe in sufficient detail the program for which support is requested.
  - Brief description of the organization: what is its mission, approximate number of participants, ages and demographics of its members, previous history
  - Provide a budget, including equipment or supply purchases, software, tools, travel, or other expenses for which support is requested, along with a rationale. Describe other potential funding sources with projected amounts.
  - Describe specific activities that the grant will support.
  - Provide other information to indicate how the application will meet the Evaluation Considerations.

**Deadline:** Proposals are to be submitted electronically by 5:00 PM EDT on September 30<sup>th</sup>, 2020.

### **Reporting requirements**

We ask Grantees to submit a brief written final report summarizing project outcomes and future plans. Grantees will also be invited to attend the Spring 2020 VASE meeting and give a presentation on the outcomes of the project. Participating students are welcome and encouraged to attend. We also encourage grantee teams to prepare a brief (few minute) creative YouTube video of their project that can be shared on our webpage