# Application Template for 2021-22 PAsmart Advancing Computer Science and STEM Education Grants

This is **not** the official grant application. This is a template provided to help applicants collaborate with partners, organize submission information, and draft responses prior to completing the application in the PDE eGrants system.

Advancing Grant applications must be submitted via the PDE eGrants system no later than 11:59 PM on Monday, March 21, 2022. Note that gaining access to eGrants may take more than one week.

To apply:

1. Notify PDE of your intent to apply by emailing [RA-EDPAsmart@pa.gov](mailto:RA-EDPAsmart@pa.gov) by February 25, 2022. A letter of intent is not required, but it will help PDE improve the efficiency of the review period. You do not yet need to have determined partnerships or roles such as which partner will serve as the fiscal agent. This is also an opportunity to ask any initial questions. Questions then will be compiled and answered in the form of FAQs posted at [education.pa.gov/PAsmart](https://www.education.pa.gov/Policy-Funding/SchoolGrants/PAsmart/Pages/default.aspx).
2. Reach out to potential partners and determine an applicant partnership. Identify a lead applicant and a fiscal agent.
3. Identify an individual from a partner LEA, postsecondary institution, or public library who will complete and submit the application in eGrants.
4. For the person who will complete and submit the application in eGrants: Check that you can log in to eGrants and can begin the application. If not, immediately submit a brief [online form](https://forms.office.com/Pages/ResponsePage.aspx?id=QSiOQSgB1U2bbEf8Wpob3odpKZ6qbVdMuTNkQ0Ku38xUQVVTQzNKWlFXUUZWMVAzREVOTDdIMzhBNy4u)[[1]](#footnote-1) providing your name and basic contact information, so that PDE staff can help you gain access the application in the eGrants system. Please allow at least one week after submission of this form to obtain access.
5. Review the application questions and coordinate with partners to answer the application questions. Applicants are strongly advised to write application responses in a separate document (such as this template) before filling out the application in eGrants.
6. View an applicant webinar for more explanation about the grant and application process.
7. Direct questions and requests for technical assistance to [RA-EDPAsmart@pa.gov](mailto:RA-EDPAsmart@pa.gov).
8. Submit the completed application in eGrants by 11:59 pm on Monday, March 21, 2022.

Questions regarding the grant application process must be sent to [RA-EDPAsmart@pa.gov](mailto:RA-EDPAsmart@pa.gov). PDE will periodically post responses to questions at [education.pa.gov/PAsmart](https://www.education.pa.gov/Policy-Funding/SchoolGrants/PAsmart/Pages/default.aspx) for all applicants to review.

### Section 1 - Applicant Information

1. Partnership/Initiative Name:

2. Lead Applicant Name:

3. Lead Applicant Address:

4. Primary Contact for Lead Applicant:

* Name:
* Title:
* Email:
* Phone:

5. Lead Applicant Type - options include:

* Local education agency (LEA: school district, charter school, cyber charter school, career and technical center, and/or intermediate unit)\*
* Workforce Development Board
* Business
* Chamber of commerce
* Labor organization
* Postsecondary institution\*
* Community-based organization
* Public library\*
* Trade association
* Economic development entity
* STEM Ecosystem
* Other (please specify)

*(\*) refers to organizations that can submit an application via eGrants. More information on the definition of lead applicant, fiscal agent, and eligible partner is available in the RFA.*

6. Partnering Local Workforce Development Boards (LWDBs): Identify any local Workforce Development Boards partnering in the application. Options include:

* Northwest
* West Central
* Tri County
* Partner4Work-Allegheny County
* City of Pittsburgh
* Southwest Corner
* Westmoreland/ Fayette
* Southern Alleghenies
* South Central
* Lancaster County
* Chester County
* Delaware County
* Philadelphia County
* Montgomery County
* Bucks County
* Berks County
* Lehigh Valley
* Luzerne-Schuylkill Counties
* Pocono Counties
* Lackawanna County
* Northern Tier
* Central
* North Central
* N/A - no WDB partner

7. Counties Served: Select the counties served through activities outlined in this proposal. Check all that apply. (*options include all PA counties*)

8. Total Amount of Funding Requested. (*maximum $500,000*)

9. Fiscal Agent *(more information on the definition of “fiscal agent” is available in the RFA.)*

* Name:
* Address:
* Point of Contact:

### Section 2 - Proposal Information

10. Summarize your proposed initiative. *(limit 1500 characters)*

11. Identify the need or problem addressed by the proposed initiative. *(limit 1500 characters)*

12. Describe the strategies to address the identified need or problem. *(limit 2500 characters)*

13. Identify the types of services or activities that will be provided. *(limit 2500 characters)*

14. Identify the intended outcomes of the proposed initiative. *(limit 1500 characters)*

15. Describe existing resources. What programs and systems and existing partnerships will be leveraged to support the proposed initiative, including how the proposed initiative adds value to or addresses a gap of existing initiatives? Include information on the source (e.g. local, regional, state, federal, non-profit, philanthropic, other non-commonwealth, etc.) and the type of resource (e.g. cash, in-kind, products, services, etc.) *(limit 3500 characters)*

16. Describe the target population the proposed initiative will serve. Include demographic characteristics related to CS and STEM access, equity, and inclusion (e.g. age, ethnicity, gender, primary language, migrant status, etc.). *(limit 1500 characters)*

17. How will participation in this grant program expand access to this (or these) target learner population(s)? How will this proposal create a more equitable CS and STEM ecosystem? *(limit 3500 characters)*

18. Describe below or upload a document detailing the partnership's strategy (e.g. a theory of action or logic model) to expand access and inclusion in CS and STEM for the target population.

*(enter text below - limit 3500 characters) (optional: upload document)*

19. Describe how the proposed initiative aligns with the [PAsmart framework](https://www.governor.pa.gov/wp-content/uploads/2018/11/20181102-PAsmart-Framework.pdf). Describe how the proposed initiative will meet the education, workforce, and economic needs of the target population. Include existing education, workforce, and economic development initiatives, and current labor market and demographic information. *(limit 3500 characters)*

20. Describe how the partnerships outlined in the initiative have engaged and will continue to engage the targeted population in developing and implementing the proposal. *(limit 2500 characters)*

### Section 3 - Partnership Information

21. Describe the public-sector, community-based, and private-sector partners involved in the proposed initiative. Each application must include a letter of commitment/support from each partner. The letter must include:

* Partner's name, contact information and role;
* An explanation of the relationship between the lead applicant and the partner, and their ability to lead and coordinate the proposed initiative;
* The partner's relevant experience, role, responsibility, and commitment;
* The partner's current scope and impact in CS/STEM education, e.g. the ages and number of learners served;
* How the partnership will work collaboratively to support this proposal and achieve the intended outcomes.

Only one document may be uploaded. Please combine all the letters of support into a single PDF. *(upload file)*

### Section 4 - Performance Outcomes, Timeline, and Evaluation

22. Timeline of outcomes: Describe the timeline and key milestones of the proposed initiative, including when the partnership expects to achieve the intended short-term and long-term performance outcomes of the initiative. *(upload file)*

Measures and evaluation: How will you know those milestones and outcomes have been achieved? In a separate one-page document, respond to the following:

* What are the performance measures or data that show the outcomes have been achieved? Who will collect and analyze the data?
* What is the data collection process, including its timeline?
* How will the project be evaluated?
* *(upload file)*

Template:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Timeline (Approximate date) | Activity | Outcome | Project Evaluation | Person(s) Responsible for Data Collection and Analysis | Data Collection / Timeline |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### Section 5 - Capacity and Sustainability

23. Describe the sustainability plan for the initiative, post-PAsmart grant funding. *(limit 2500 characters)*

24. Provide a budget narrative that explains the proposal's budget for each of the cost categories in the budget that follows (e.g. salaries, benefits, etc.). *(limit 3500 characters)*

25. Optional: Upload any additional materials that describe the proposed initiative. *(upload file as .doc, .docx, .pdf, .csv, .xls)*

26. Compliance Obligations: All grantees will be required to sign a grant agreement with the Pennsylvania Department of Education in the online system (eGrants). All grant funds must be spent and services performed/products received on or before June 30, 2024. The Pennsylvania Department of Education shall seek repayment of funds if it determines that funds were not utilized for the original stated and approved purpose. Grantees will be required to submit reports in the eGrants system on forms supplied by the Pennsylvania Department of Education. Final Expenditure Reports must be submitted no later than August 31, 2024. Are you able to meet these compliance obligations?

* Yes - we are able to meet compliance obligations
* No

### Section 6 – Worker Protection Form

27. Please click the link below to complete the mandated Worker Protection and Investment Certification Form.

<https://www.education.pa.gov/Documents/About%20PDE/Governor%E2%80%99s%20Worker%20Protection%20EO.docx>

Upload the completed form below.

*The system will not accept attachments over 3MB (megabytes).  If you are scanning your attachments, please set the scanner resolution to low.  Attachments can only be submitted in WORD, EXCEL, and/or PDF formats.*

*To attach a document to the application:*

*1.  Click the 'Upload File' button.  A computer dialog box will appear.*

*2.  Through the dialog box, navigate to the documents that you want to attach to the application.*

*3.  Click 'Open' at the bottom of the dialogue box to attach the selected document to the application.*

*4.  Repeat steps 1-3 for every attachment.*

*Please remember to clearly label each attachment.*

|  |
| --- |
| **Upload Files** |
| File Name |
| Uploaded By |
| Uploaded Date |
| Download |
| Delete |

### Section 7 – Budget – Salaries

Only for stipends and substitute teacher costs.

All amounts must be entered in whole dollars.

|  |  |  |  |
| --- | --- | --- | --- |
| **Function** | **Object** | **Position Title** | **Amount** |
|  |  |  | **$** |
|  |  |  | **$** |
|  |  |  | **$0.00** |

### Section 8 – Budget – Benefits

Only for stipends and substitute teacher costs.

All amounts must be entered in whole dollars.

|  |  |  |
| --- | --- | --- |
| **Function** | **Object** | **Amount** |
|  |  | **$** |
|  |  | **$** |
|  |  | **$0.00** |

### Section 9 – Budget – Purchased Professional and Technical Services

All amounts must be entered in whole dollars.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Function** | **Object** | **Name of Contractor** | **Description of Services** | **State Grant Funds** | **Matching Funds/In Kind** | **Total Amount** |
|  |  |  |  | **$** | **$** | **$** |
|  |  |  |  | **$** | **$** | **$** |
|  |  |  |  | **$0.00** | **$0.00** | **$0.00** |

### Section 10 – Budget – Purchased Property Services

All amounts must be entered in whole dollars.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Function** | **Object** | **Name of Contractor** | **Description of Services** | **State Grant Funds** | **Matching Funds/In Kind** | **Total Amount** |
|  |  |  |  | **$** | **$** | **$** |
|  |  |  |  | **$** | **$** | **$** |
|  |  |  |  | **$0.00** | **$0.00** | **$0.00** |

### Section 11 – Budget – Other Purchased Services

All amounts must be entered in whole dollars.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Function** | **Object** | **Name of Contractor** | **Description of Services** | **State Grant Funds** | **Matching Funds/In Kind** | **Total Amount** |
|  |  |  |  | **$** | **$** | **$** |
|  |  |  |  | **$** | **$** | **$** |
|  |  |  |  | **$0.00** | **$0.00** | **$0.00** |

### Section 12 – Budget – Supplies

All amounts must be entered in whole dollars.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Function** | **Object** | **Description of Item** | **Unit Price** | **Quantity** | **Item Total** | **State Grant Funds** | **Matching Funds/In Kind** | **Total Amount** |
|  |  |  | **$** | **#** | **$** | **$** | **$** | **$** |
|  |  |  | **$** | **#** | **$** | **$** | **$** | **$** |
|  |  |  |  |  | **$0.00** | **$0.00** | **$0.00** | **$0.00** |

### Section 13 – Budget – Equipment

Enter expenses for equipment (any material/resource with an individual unit price of $1,500 or more).

All amounts must be entered in whole dollars.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Function** | **Object** | **Description of Item** | **Unit Price** | **Quantity** | **Item Total** | **State Grant Funds** | **Matching Funds/In Kind** | **Total Amount** |
|  |  |  | **$** | **#** | **$** | **$** | **$** | **$** |
|  |  |  | **$** | **#** | **$** | **$** | **$** | **$** |
|  |  |  |  |  | **$0.00** | **$0.00** | **$0.00** | **$0.00** |

### Section 14 – Budget – Administrative Costs

Enter administrative costs (**cannot exceed 5% of total grant award**).

All amounts must be entered in whole dollars.

|  |  |  |
| --- | --- | --- |
| **Function** | **Object** | **Amount** |
|  |  | **$** |
|  |  | **$** |
|  |  | **$0.00** |

### Section 15 – Budget – Summary (View Only)

*Displays a read-only table showing totals by function/object codes.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **100 Salaries** | **200 Benefits** | **300 Purchased Professional and Technical Services** | **400 Purchased Property Services** | **500 Other Purchased Services** | **600 Supplies**  **800 Dues and Fees** | **700 Property** | **Totals** |
| **1000 Instruction** | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| **2100 Support Services - Students** | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| **2200 Staff Support Services** | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| **2300 Support Services – Administration** | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| **2700 Student Transportation** | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| **Totals** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** |
|  | | | | **Approved Indirect Cost/Operational Rate: \_\_\_\_ %** | | | | **$0.00** |
| **Final** | | | | **$0.00** |

1. The form for Advancing Grant applicants is available at: <https://forms.office.com/Pages/ResponsePage.aspx?id=QSiOQSgB1U2bbEf8Wpob3odpKZ6qbVdMuTNkQ0Ku38xUQVVTQzNKWlFXUUZWMVAzREVOTDdIMzhBNy4u> [↑](#footnote-ref-1)