



Application Guidelines and Instructions

Read this entire section carefully before filling out the application.

Applicants must be a Louisiana and Mississippi K-12 school, non-profit, or university/college (known in the application as the "organization") in good standing with the IRS, which has been operating for three years or more. This is a one-year Joe W. and Dorothy Dorsett Brown Foundation (the foundation) program that seeks the best curriculum implementation plans or STEM instruction support for K-12 schools.

Grant requests may be for any amount up to \$20,000.

All budgetary items must directly impact STEM education in K-12 schools. Budgetary examples include but are not limited to: paid professional development, curriculum models, STEM kits, STEM conferences, transportation, consumable materials, equipment, and on-going STEM programs that enrich curriculum.

Example of items we will not fund:

- a. Brick and mortar grants, one-to-one computer systems, or vehicles.
- b. One-time event based programs such as STEM outreach days.
- c. Contributions to endowments, building funds or large community wide capital drives.

In consideration of approval, applicants must agree to the following:

1. Grant period runs September 1, 2022 through August 31, 2023. The organization may be visited during the grant period. Visit will be scheduled and the organization will be required to show evidence of progress.
2. To submit a mid-term report, due January 31, 2023 and a final report, due August 31, 2023. Report forms will be provided by the foundation's SupportSTEM webpage:
<https://www.thebrownfoundation.org/education/supportstem.html>
3. To maintain records of receipts and expenditures regarding this grant and to make these records available to the foundation at reasonable times.
4. To repay any portion of the grant not used for the purpose named in grant request. Changes may be requested regarding the budget or plan prior to implementation through a changes form. Changes form will be made available on the SupportSTEM webpage. Please notify us of personnel changes through a changes form.
5. Not to use any of the funds for non-charitable purposes, for lobbying, for propaganda, to influence legislation or public elections or to make grants or loans to individuals.



Application Guidelines and Instructions (section continued)

Submission Instructions:

1. Grant requests will be accepted through March 15, 2022. (an envelope postmarked for said date is acceptable). Applications may either be mailed or delivered by FedEx, UPS, etc. (applications may never under any circumstances be hand delivered or sent electronically - we will not even open an attachment to an email).
2. The application must be typed. All questions must be answered. For a complete grant application, please submit the following materials in this order: Please mail one copy of completed grant request to:
The Joe W. and Dorothy Dorsett Brown Foundation
320 Metairie Hammond Highway, Suite 500
Metairie, LA 70005
3. Complete application packets will include:
 - a) SupportSTEM Program Application (this packet).
 - b) Itemized budget that is as specific as possible and details each training or material cost. If applicable, include quotes and/or vendor names for each item.
 - c) Any necessary supplemental documentation. Please attach the following items if you are requesting:

i) Professional Development (PD)	A description of the provider and an explanation of the services they will provide. If you are an organization that provides PD, please give a detailed list of the services you will provide to teachers/students in this plan and how it supports STEM instruction.
ii) New Curriculum	An explanation of the class and the syllabus.
iii) Amending Existing Curriculum	An explanation of the class and the syllabus with highlights where adjustments/ impacts are made.
iv) Equipment	An explanation of the purpose of the equipment, why it is necessary and any required training.
v) STEM Conference	An explanation of the conference, website, and provide a reason why this conference will be beneficial to your program.
vi) STEM kits (such as FOSS)	An explanation of how the kits will be used, what materials are included, and which materials will need to be replaced each year. Identify a person or group that will provide training on the kits.
vii) Field Trip	Attach an explanation of the site, the exhibits featured and how the visit will benefit the curriculum.
viii) Other	Any other pertinent material that explains your plan.

If you are a NON PROFIT organization (not a K-12 School or University) please also include:

- d) List of your Board of Directors
- e) Copy of your most recent IRS Tax Determination Letter
- f) Completed and signed copy of your most recent IRS Form 990



Application Form

Section I: General Information

Date: Grant Amount: \$

Organization Name:

Project Name:

Organization's Mission:

Date founded:

Type of Organization:

Non-Profit

University/College

K-12 School

Other:

Website:

Address (mailing & physical if different):

Head of Organization & Grant Writer (Names, titles, email addresses, phone number):

Implementer(s) of Grant (Names, titles, emails, phone numbers):



Section II: STEM Project Information

1. Brief history of how your organization implements and/or impacts K-12 STEM education:
2. Describe why your organization is best positioned to implement and/or impact STEM education:
3. Summarize your STEM plan in a few sentences (question #12 in this section will ask for your plan in full detail):
4. Why is this plan vital to your organization? What student/ teacher need, problem, or learning does the plan address? Please provide any relevant research or statistics for your justification.
5. Describe your organization's existing capacity/ability (staffing, financial resources, etc.) to complete this plan and evaluate this work; OR your plan to build this capacity:
6. If a new program/curriculum/equipment is being implemented, what teacher professional development will be provided so that teachers can appropriately implement the plan? Who is providing this PD?



Section II: STEM Project Information (section continued)

7. Is this a new program/class for your organization? If not, please describe the current state of the program/class.

8. What STEM subjects will you impact?

9. What grade level(s) will you impact?

10. How many students will this plan impact?

11. Will you be partnering with any organizations or schools to complete this project? If so, please give a brief explanation on why this partner was chosen.



Section II: STEM Project Information (section continued)

12. Fully describe how the plan will be implemented. Please include measureable objectives, timeline, and information on how the budgetary line items will be used to enhance the instruction and how it addresses the need described in question 2, above.



Section III: Evaluation

1. Keeping in mind that mid-term and year-end reports are required, how and when will you evaluate the measurable objectives for this project?
2. What data will be collected?
3. How and when will this data be collected to periodically and formatively assess attainment of your goal?
4. How will the organization maintain your plan after its initial implementation?

Section IV: Budget

1. What is your organization's total budget for this plan?
2. What percentage of this plan's budget is this request?
3. What is the cost per individual served?
4. How will the organization support the project after the grant period? Please include projected income sources.



Section IV: Budget (section continued)

5. How is the organization positioned to fund any portion of the plan if this request is awarded for partial funding?

6. List any organizations from whom you have sought funds for this STEM program:

Name:

Requested: \$

Awarded: \$

Name:

Requested: \$

Awarded: \$

7. Please attach an itemized budget for this STEM plan. Please be as specific as possible and detail each training or material item cost. If applicable, include quotes and/or vendor names for each item.

Section V: Application Agreement

Incomplete or inaccurate applications, as well as those not within our guidelines, will receive a prompt negative reply. All other applications will receive careful review by the SupportSTEM staff and then by the Joe W. and Dorothy Dorsett Brown Foundation board.

I state that all of the above information is true and accurate, and that if this grant is approved, I will comply with all Foundation requirements, including those referenced in the Guidelines and Instructions of this Application Packet and those to be included in the Grant Acceptance Agreement, should we receive approval for this grant request.

Head of Organization: Printed Name and Title

Signature

Date

Reminder: As discussed above in *Application Guidelines and Instructions*, attachments may include an itemized budget, supplemental documentation, a list of your Board of Directors, a copy of your most recent IRS Tax Determination Letter, and a completed and signed copy of your most recent IRS Form 990.