

# 2023 TRSA STEM Funding Center Grant Application

**STEM is Everywhere. STEM is Everyone. All are Welcome.**

Thank you for your interest in STEM funding opportunities from Tulsa Regional STEM Alliance. The TRSA STEM Funding Center is your one-stop-shop to request financial support for STEM education initiatives from TRSA, designed to make funding more accessible and flexible for our community. Funding for these grants are provided in part through the Siegfried Family, which supports educators through the **Siegfried Teacher PD Grants** and the **Siegfried 'Science of Flight' Classroom Grants**. We appreciate the generosity and support of all our funders to help advance Oklahoma STEM education!

Funding requests are reviewed on a rolling basis (generally every 6 weeks) and all applicants will be notified of the status of their request after each review period. You may request funding for multiple projects throughout the year, however funding is not guaranteed and prior funding status will be taken into consideration. The length and depth of your grant application will be dependent upon the amount of funding you plan to request. For more information on questions required, please see the [TRSA STEM Funding Center site](#).

*It is helpful to have all information and required documents (budget, letter of support, etc.) prepared prior to starting this application. Please note that this is a competitive grant application, therefore we encourage you to think through the projects and thoughtfully answer each question in full. For helpful tips on grant writing, check out helpful tips from [STEMfinity](#) or [NSTA](#).*

## **Funding Ideas:**

Examples of funding include, but are not limited to: consumable or non-consumable supplies needed for a classroom STEM project; materials needed to participate in a TRSA event; materials to participate in a STEM competition; STEM related professional development for an educator, team of educators, or district/organization (any STEM area) ; STEM related field trip for students; summer camp or out-of-school time STEM programming, and more. Get creative and write your own STEM proposal! Requests that will not be funded include items that are not STEM related, general classrooms supplies that do not specifically detail how they will be used to promote STEM education, and general classroom furniture or storage supplies.

## **Eligibility:**

1. Must be an Oklahoma educator, coordinator, administrator, or STEM program provider with at least two years of experience.
2. Must be actively supporting or providing STEM-focused programming for Oklahoma youth (PK-12) for the duration of the grant period.

### **Funding Levels:**

- Micro: \$499 or less (EX: supplies needed for a classroom STEM project)
- Small: \$500-\$999
- Medium: \$1,000-\$1,999
- Large: \$2,000-\$4,999
- Momentum: \$5,000 or greater (EX: school/district/organizational initiative)

### **Restrictions:**

1. Programs funded through this grant **must be provided at no charge to participants.**
2. Funds may not be used for inherently religious activities.
3. Funds are intended only for organizations, schools, or foundations and may not be applied to individuals or personal projects.
4. Other restrictions may apply depending on the funding level request.

Some materials may be ordered and sent directly to the school/organization. Checks will be made payable to the school/organization, not an individual, and **a W-9 is required.** If you are an out-of-school-time provider wishing to provide programming at a school, you will need to upload a letter from a principal, teacher, or other administrator indicating that the program is supported and will be implemented at the school site. Out-of-school-time providers will also be asked to provide a Certificate of Liability.

### **Grant Period**

January - December 2023

For questions, please email [grants@tulsastem.org](mailto:grants@tulsastem.org).

\* Required

1. First and Last Name \*

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2. Email \*

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3. Your Position/Job Title \*

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### Basic Information

Please answer all questions thinking about the populations you intend to serve with these funds and/or materials. *Tip: Please prepare your application assuming we do not know anything about your classroom, organization, or initiatives.*

4. School/Organization Name \*

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5. Type of School/Organization \*

*Mark only one oval.*

Public School

Public Charter School

Private School

Private Charter School

Homeschool (Individual)

Homeschool (Co-op)

Nonprofit

Higher Education

Corporate

Other: \_\_\_\_\_

6. School District \*

If this request is not made on behalf of a school district, please list NA.

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7. School/Organization Street Address \*

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8. City \*

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9. State \*

Funding is restricted to schools/organizations in the state of Oklahoma.

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10. Zip Code \*

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11. Work Phone Number (xxx-xxx-xxxx) \*

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12. Personal Phone Number (xxx-xxx-xxxx)

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13. School's percentage of free and reduced lunch \*

Please use the percentage for the school(s) at which you teach or focus your programming, not for the district overall. If you plan to implement this program at multiple sites, you may provide an average. If you are not a school organization, please enter N/A or provide the information for the school at which you provide services.

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14. Are any of your participants benefitting from this funding members of the tribes or organizations below? (Check all that apply) \*

*Check all that apply.*

Cherokee Nation

(<https://vmgis4.cherokee.org/portal/apps/webappviewer/index.html?id=00c79bcdcf24b06b007aab3fbd141c2>)

Muscogee Creek Nation

(<http://mcngis.com/images/stories/maps/SCHOOLDISTRICTS2020.pdf>)

Osage County Interlocal Districts (Anderson, Bowring, Caney Valley, Frontier, Hominy, McCord, Newkirk, Osage Hills, Pawhuska, Shidler, South Coffeyville, Woodland, Wynona Districts)

N/A

Other: \_\_\_\_\_

15. Have you or the school/organization you represent received funding from Tulsa Regional STEM Alliance in the last 3 years? \*

*Mark only one oval.*

Yes

No

16. If you answered yes to the previous question, please elaborate. (amount, year, purpose, etc.)

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17. This grant request MOST aligns with which area? \*

*Mark only one oval.*

- Professional Development
- Curriculum and Resources
- Out of School Time
- Family & Community
- Mentorship or College and Career Readiness
- Competitions
- Ecosystem Development
- Other: \_\_\_\_\_

18. Is your organization a partner in the North Tulsa STEM Hub? \*

*Mark only one oval.*

- Yes
- No

19. I am applying for a: \*

*Mark only one oval.*

- Micro Grant (\$499 or less)      *Skip to question 20*
- Small Grant (\$500-\$999)      *Skip to question 29*
- Medium Grant (\$1000-\$1999)      *Skip to question 39*
- Large Grant (\$2000-\$4999)      *Skip to question 51*
- Momentum Grant (\$5000+)      *Skip to question 63*

### **Micro Grant Request**

For funding requests \$499 or less.

If awarded, you will be required to complete a simple report that includes photographs and information about how the funding was implemented.

20. Who will benefit from this funding support? \*

Select all that apply.

*Check all that apply.*

- PK-2 students
- 3-5 students
- 6-8 students
- 9-12 students
- Educators
- Families
- Other: \_\_\_\_\_

21. Number of students and/or educators served through these funds? \*

\_\_\_\_\_

22. What is the total dollar amount you are requesting? \*

If you are requesting TRSA to purchase items for you, be sure to include **sales tax** and **shipping costs** in the total. (TRSA is not a tax-exempt organization.)

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23. Does this request require completion by a specific deadline? If yes, please list the date.

Please note that request are reviewed on a rolling basis, approximately every 6 weeks.

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*Example: January 7, 2019*

24. Briefly describe your project. \*

How do you plan to use these funds or materials? How will this support STEM learning? Include how the funds will be used, why funding is needed, the goal of the project, and any other information the review team may need.

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25. If you are requesting TRSA to purchase materials for you, you must include a list of items, quantity, vendor, and the purchase link. Please be specific and include the quantity, size, brand, item number, etc. You may upload a more detailed document in the next question if desired.

Although we want to be helpful, TRSA staff does not have the capacity to source or research materials for you. There are many similar but different materials available, so please don't assume we know which item(s) you are referring to. Failure to provide specific purchasing information may result in a delay or denial of your request.

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26. Optional: You may choose to upload a file if you would like to provide additional ordering information to accompany information that was listed in the previous question.

If you would like to provide a document but do not have a Google/Gmail account, you may email the document to [grants@tulsastem.org](mailto:grants@tulsastem.org) instead of uploading it here, or share a link to the document(s) in the next question.

Files submitted:

27. OR share link(s) to your document(s) if not uploaded in the previous question.

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28. Any additional information you'd like to share?

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*Skip to question 94*

### **Small Grant Request**

For funding requests \$500-\$999

If awarded, you will be required to complete a simple report that includes photographs and information about how the funding was implemented.

29. Who will benefit from this funding support? \*

*Check all that apply.*

- PK-2 students
- 3-5 students
- 6-8 students
- 9-12 students
- Educators
- Families
- Other: \_\_\_\_\_

30. Number of students and/or educators served through these funds? \*

\_\_\_\_\_

31. What is the total dollar amount you are requesting? \*

Be sure to include items such as sales tax, shipping, and other fees in your total. Please make sure the amount listed here matches the amount listed on the budget you will upload in the next section.

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32. Budget

Upload a detailed budget. Be sure your budget includes all costs you may incur (tax, shipping, etc.) as anything above the budgeted amount will be your responsibility or the responsibility of the school district.

If you are requesting TRSA to purchase materials for you, you must include tax (TRSA is not tax exempt), a list of items, quantity, vendor, and the purchase link. Please be specific and include the quantity, size, brand, item number, etc. Although we want to be helpful, TRSA staff does not have the capacity to source or research materials for you. There are many similar but different materials available, so please don't assume we know which item(s) you are referring to. Failure to provide specific purchasing information may result in a delay or denial of your request. [See an example budget here](#). You can make a copy of this document and edit it, or create something similar.

If you do not have a Google/Gmail account you can email the document to [grants@tulsastem.org](mailto:grants@tulsastem.org), or share a link to the document in the next question.

Files submitted:

33. OR share link(s) to your document(s) if not uploaded in the previous question.

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34. Does this request require completion by a specific deadline? If yes, please list the date.

Please note that request are reviewed on a rolling basis, approximately every 6 weeks.

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*Example: January 7, 2019*

35. Proposal \*

Tell us about your proposal/initiative/program. How do you plan to use these funds or materials? How will this support STEM learning? Include how the funds will be used, who will participate, duration of program, why funding is needed, the goal/learning objective/purpose of the project, and any other information the review team may need.

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36. How will this funding be used to reach marginalized students or members of the community? \*

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37. Impact beyond initial funding \*

Share plans to sustain this initiative/program beyond the grant phase. If this is a request for professional learning, how will you share what you have learned with others to extend the impact?

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38. Any additional information we need to know?

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*Skip to question 94*

### **Medium Grant Request**

For funding requests \$1,000-\$1,999

If awarded, you will be required to complete a report that includes photographs, information about how the funding was implemented, and other metrics such as students served, impact, etc.

39. Who will benefit from this funding support? \*

*Check all that apply.*

- PK-2 students
- 3-5 students
- 6-8 students
- 9-12 students
- Educators
- Families
- Other: \_\_\_\_\_

40. Number of students and/or educators served through these funds? \*

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41. What is the total dollar amount you are requesting? \*

Be sure to include items such as sales tax, shipping, and other fees in your total. Please make sure the amount listed here matches the amount listed on the budget you will upload in the next section.

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42. Budget

Upload a detailed budget. Be sure your budget includes all costs you may incur (tax, shipping, etc.) as anything above the budgeted amount will be your responsibility or the responsibility of the school district.

If you are requesting TRSA to purchase materials for you, you must include tax (TRSA is not tax exempt), a list of items, quantity, vendor, and the purchase link. Please be specific and include the quantity, size, brand, item number, etc. Although we want to be helpful, TRSA staff does not have the capacity to source or research materials for you. There are many similar but different materials available, so please don't assume we know which item(s) you are referring to. Failure to provide specific purchasing information may result in a delay or denial of your request. [See an example budget here](#). You can make a copy of this document and edit it, or create something similar.

If you do not have a Google/Gmail account you can email the document to [grants@tulsastem.org](mailto:grants@tulsastem.org), or share a link to the document in the next question.

Files submitted:

43. OR share link(s) to your document(s) if not uploaded in the previous question.

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44. Does this request require completion by a specific deadline? If yes, please list the date.

Please note that request are reviewed on a rolling basis, approximately every 6 weeks.

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*Example: January 7, 2019*

45. Proposal \*

Tell us about your proposal/initiative/program. How do you plan to use these funds or materials? How will this support STEM learning? Include how the funds will be used, who will participate, duration of program, why funding is needed, what the goal/learning objective/purpose of the project, and any other information the review team may need.

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46. How will this funding be used to reach marginalized or underrepresented students or members of the community? \*

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47. Impact beyond initial funding \*

Share plans sustain this initiative/program beyond the grant phase. If this is a request for professional learning, how will you share what you have learned with others to extend the impact?

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48. Letter of Support

Please upload a letter of support from an administrator.

If you are an out-of-school-time provider wishing to provide an after-school program at a school, you will need to upload a letter from a principal, teacher, or other administrator indicating that the program is supported and will be implemented at the school site.

If you do not have a Google/Gmail account you can email the document to [grants@tulsastem.org](mailto:grants@tulsastem.org), or share a link to the document in the next question.

Files submitted:

49. OR share link(s) to your document(s) if not uploaded in the previous question.

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50. Any additional information we need to know?

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*Skip to question 94*

**Large Grant Request**

For funding requests \$2,000-\$4,999

If awarded, you will be required to complete a report that includes photographs, information about how the funding was implemented, and other metrics such as students served, impact, etc., and a reflection of the program. Surveys and/or program evaluations may be required.



51. Who will benefit from this funding support? \*

*Check all that apply.*

- PK-2 students
- 3-5 students
- 6-8 students
- 9-12 students
- Educators
- Families
- Other: \_\_\_\_\_

52. Number of students and/or educators served through these funds? \*

\_\_\_\_\_

53. What is the total dollar amount you are requesting? \*

Be sure to include items such as sales tax, shipping, and other fees in your total. Please make sure the amount listed here matches the amount listed on the budget you will upload in the next section.

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54. Budget

Upload a detailed budget. Be sure your budget includes all costs you may incur (tax, shipping, etc.) as anything above the budgeted amount will be your responsibility or the responsibility of the school district. [See an example budget here](#). You can make a copy of this document and edit it, or create something similar.

If you do not have a Google/Gmail account you can email the document to [grants@tulsastem.org](mailto:grants@tulsastem.org), or share a link to the document in the next question.

Files submitted:

55. OR share link(s) to your document(s) if not uploaded in the previous question.

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56. Does this request require completion by a specific deadline? If yes, please list the date.

Please note that request are reviewed on a rolling basis, approximately every 6 weeks.

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*Example: January 7, 2019*

57. Proposal \*

Tell us about your proposal/initiative/program. How do you plan to use these funds or materials? How will this support STEM learning? Include how the funds will be used, who will participate, duration of program, why funding is needed, what the goal/learning objective/purpose of the project, and any other information the review team may need.

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58. How will this funding be used to reach marginalized students or members of the community? \*

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59. Impact beyond initial funding \*

Share plans sustain this initiative/program beyond the grant phase. If this is a request for professional learning, how will you share what you have learned with others to extend the impact?

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60. Letter of Support

Please upload a letter of support from an administrator indicating their support of the initiative/project.

If you are an out-of-school-time provider wishing to provide an after-school program at a school, you will need to upload a letter from a principal, teacher, or other administrator indicating that the program is supported and will be implemented at the school site.

If you do not have a Google/Gmail account you can email the document to grants@tulsastem.org, or share a link to the document in the next question.

Files submitted:

61. OR share link(s) to your document(s) if not uploaded in the previous question.

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62. Any additional information we need to know?

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*Skip to question 94*

**Momentum Grant Request**

For funding requests of \$5,000 or greater. Designed to create opportunities for large scale systems change and impact. Priority consideration will be given to

established partners of Tulsa Regional STEM Alliance.

Examples of funding categories include but are not limited to:

- **Professional Development** – Providers can develop and propose a professional development experience unique to their personal teaching ambitions, student learning objectives, and community engagement goals. Applicants can request funding to send cohorts to national conferences or create their own! This grant provides funding for to allow for travel, memberships, speaker fees, resources and materials, and more!
- **Community & Family Engagement** – Intended to bolster and support programs and initiatives that are working to enhance the public's understanding of STEM and to increase participation of historically excluded populations in STEM fields.
- **Student Programming** – Providing STEM-related programming that offers a safe and welcoming environment for students to engage in and pursue their STEM passions. These programs help reduce loss of learning especially during out of school times, provide an opportunity for youth to gain new skills, explore career opportunities, and develop 21st century skills. Effective programs will aid in the growth and development of a young person and enhance their educational pursuits.

If awarded, you will be required to complete a report that includes photographs, information about how the funding was implemented, other metrics such as number of students served, impact, etc., surveys and/or program evaluations, and a reflection of the program.

63. Who will benefit from this funding support? \*

*Check all that apply.*

- PK-2 students
- 3-5 students
- 6-8 students
- 9-12 students
- Educators
- Families
- Other: \_\_\_\_\_

64. Number of students, educators, or community members served through these funds? \*

Please describe who and how many will benefit.

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65. What is the total dollar amount you are requesting? \*

Be sure to include items such as sales tax, shipping, and other fees in your total. Please make sure the amount listed here matches the amount listed on the budget you will upload in the next section.

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66. Budget

Upload a detailed budget. Be sure your budget includes all costs you may incur (tax, shipping, etc.) as anything above the budgeted amount will be your responsibility. [See an example budget here](#). You can make a copy of this document and edit it, or create something similar.

If you do not have a Google/Gmail account you can email the document to [grants@tulsastem.org](mailto:grants@tulsastem.org), or share a link to the document in the next question.

Files submitted:

67. OR share link(s) to your document(s) if not uploaded in the previous question.

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68. Does this request require completion by a specific deadline? If yes, please list the date.

Please note that request are reviewed on a rolling basis, approximately every 6 weeks.

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*Example: January 7, 2019*

69. Name of your program or initiative \*

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70. Proposal \*

Tell us about your proposal/initiative/program. How do you plan to use these funds or materials? How will this support STEM learning? Include how the funds will be used, who will participate, duration of program, why funding is needed, what the goal/learning objective/purpose of the project, and any other information the review team may need.

Assume the reviewers know nothing about your program or initiative.

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71. How will you measure the success of your program/initiative? \*

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72. Please briefly describe your familiarity with the PEAR Dimensions of Success and whether you plan to use this tool to measure impact. \*  
Find out more about the [PEAR Dimensions of Success](#).

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73. What STEM content do you plan to address in your program/initiative? \*

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74. Anticipated dates of implementation \*

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75. How will this funding be used to reach marginalized or underrepresented students or members of the community? \*

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76. What are your intended strategies to ensure equitable participation? \*

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77. Impact beyond initial funding \*

Share plans sustain this initiative/program beyond the grant phase. If this is a request for professional learning, how will you share what you have learned with others to extend the impact?

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78. Letter of Support

Please upload a letter of support from an administrator indicating their support of the initiative/project.

If you are an out-of-school-time provider wishing to provide an after-school program at a school, you will need to upload a letter from a principal, teacher, or other administrator indicating that the program is supported and will be implemented at the school site.

If you do not have a Google/Gmail account you can email the document to [grants@tulsastem.org](mailto:grants@tulsastem.org), or share a link to the document in the next question.

Files submitted:

79. OR share link(s) to your document(s) if not uploaded in the previous question.

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80. Please paste links to any other additional documents you would like to share explaining your program.

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81. Any additional information we need to know?

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82. Will this program directly serve students/youth? \*

*Mark only one oval.*

Yes

No     *Skip to question 94*

### **Questions Specific to Direct Student Programming**

83. Are you using any of the TRSA STEM Experience Playbook Curricula?  
(check all that apply)

\*

*Check all that apply.*

- To the Moon and Beyond
- STEM Investigation Camp
- Difference Makers Engineering Camp
- Summer Engineering Camp
- M.A.S.H. Camp
- STEM Without Borders Camp
- Summer <BR> Coding Camp
- Conquer Youth Summer Camp
- Camp T-Square
- Cardboard and Duct Tape Boat Regatta
- Scale Model Gingerbread Competition
- Kite Festival
- Engineer Games
- STEM in a Bag Activities
- None

84. Please describe your proposed student selection process?

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85. How will you ensure to maintain youth safety for the entire duration of your program?

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86. Please describe your incident reporting procedures.

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87. Please describe your discipline policy.

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88. Will all staff and volunteers working with youth during your program be required to pass a background check in the last 12 months?

*Check all that apply.*

Yes

No

89. Please describe your emergency medical procedures and youth medication distribution policy. \*

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90. Please describe your youth drop-off and pick-up procedures. \*

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91. Please describe your transportation policy during field trips. \*

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92. Please paste a link to your staff job descriptions and bios. \*

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93. Any other additional information we need to know?

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**Terms of Grant**

94. If you are requesting TRSA to purchase materials on your behalf, please provide the shipping address.

**\*\*Only applicable to grant requests that are \$1999 or less. Awards \$2000 or greater will be distributed via check.\*\***

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95. If you are requesting funds, please include the payable information and the address where the check should be mailed.

For funding requests over \$2000, a check will be sent. Checks must be made out to an organization or foundation, not an individual.

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96. If awarded, you will be required to submit an end of project report including photographs, information about how the funds were used, and other information depending on funding amount. Failure to comply with terms will prevent you from receiving funding from TRSA in the future. \*

*Mark only one oval.*

- I agree to provide any reports or documentation regarding this grant within 30 days of the request.
- I do not agree.

97. I understand that, if awarded, funds or materials received are a donation to the school or organization, and not to be used for personal gain. \*

*Mark only one oval.*

- Yes
- No

98. By granting permission to Tulsa Regional STEM Alliance, I understand that my name, as well as the name of the organization I am affiliated with, may be used in promotional materials, such as press releases, newsletters, and other mediums, to announce us as grant recipients. I acknowledge that our names will be disclosed and may be visible to the public. We have the right to refuse publication of our names, but we understand that this may affect the grant program's promotional efforts. I warrant that our names are accurate and do not infringe upon any third-party rights, and I release Tulsa Regional STEM Alliance from any claims, damages, or liabilities arising from the publication of our names as grant recipients. \*

*Mark only one oval.*

- I agree
- I do not agree

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## Google Forms

