

**Maine EPSCoR’s SEANET**

**STEM Workforce Development Partner Mini-Grant Application   
(for K-20 projects that help to develop Maine’s current and future workforce in** **STEM**)

Dear Applicant,

Thank you for your interest in Maine EPSCoR’s Sustainable Ecological Aquaculture Network, (SEANET), SEED Grant program. The purpose of this program is to develop partnerships with organizations and institutions to increase K-20 STEM through outreach and education programs, and activities that are aligned with SEANET’s project’s research initiatives throughout the state of Maine.

Please complete the following:

* **Review the Maine EPSCoR SEANET information sheet, website, and guidelines included in this application and online to find a direct connection with your project.** Your project must be aligned with the current research or it will not be considered for funding.
* **Complete the attached application packet including the budget form.** This application packet can be downloaded at: <http://umaine.edu/epscor/resources-funding/>
* **Signed the Agreement Form.** This must be signed by the Project Leader.
* Please submit 1 hard copy of your completed application by **April 20, 2016**, by mail to:

Laurie Bragg, Outreach and Program Manager

Maine EPSCoR Office

5717 Corbett Hall, Room 440  
Orono, ME 04469-5717

If you have any questions please do not hesitate to call me at 207-581-2295.

Sincerely,

Laurie Bragg  
Outreach and Program Manager



**Maine EPSCoR’s SEANET**

**STEM Workforce Development Partner Grant Application   
Guidelines and Project Ideas**

**Guidelines:**

* Support cannot be provided for an organization’s/institution’s regular/on-going programming; new projects must be specifically developed to directly address Maine EPSCoR’s current research theme.
* Supported projects need to be systemic and collaborative in nature (vs. one-time activities) in order to help effect real change in the state’s STEM landscape.
* Projects need to have built-in evaluation and feedback systems in order to measure impact.
* Requested funds for SEED Grant Project cannot exceed $20,000 and must have a 20% match in in-kind or direct funds.
* Awardees must complete a final report and 500 to 1,000 word press release with an accompanying photo for ME EPSCoR’s use. Details to be sent with award letter.

**Some examples of fundable project ideas:**

* K-20 STEM programs with specific sustainability-focused activities (i.e. K-12 in-school activities, after-school activities, workshops, camps, field trips etc.)
* STEM service-learning activities in sustainable aquaculture.
* Aquaculture curriculum resources (supplies & materials, small equipment) for proposed student & teacher activities.
* Training/professional development for teachers, students, after-school program leaders, volunteers, etc. around Aquaculture issues.
* Aquaculture-related curriculum development, with a particular emphasis on curriculum tied to SSI research projects. (Must be aligned with applicable Maine education standards & strategies.)
* Intensive summer high school/middle school STEM opportunities (i.e. week-long camps) in sustainability areas.
* Aquaculture related classroom presenters.



**Maine EPSCoR’s SEANET  
Cover Sheet: ME EPSCoR Mini Grants**

1. **Project Title:**
2. **Organization:** (Name, address, phone, email, principal officer)

**Click here to enter text.**

1. **Collaborative Partner:** (Name, address, phone, email, principal officer) **Click here to enter text.**

1. **Project Director:** (Name, title, address, phone, email) **Click here to enter text.**
2. **Key Project Personnel:** Please list any key project personnel who are responsible for the actual oversight & implementation of this project. They can be at this or another organization, paid salary support under grant funds or cost share, or donating time.(Name, title, organization, phone, email) **Click here to enter text.**
3. **Project Start and End Date:**
4. **Project Abstract:** Please provide a concise one or two sentence description of your project that we can use in our records, newsletter, and for reporting to the National Science Foundation.

**Click here to enter text.**



**Maine EPSCoR’s SEANET  
Budget Instructions**

* The maximum award request for Maine EPSCoR Mini Grant for Spring of 2016 is $20,000.
* A minimum 20% match is also required and can be met with direct or in-kind support. A match can be meet by estimating in-kind, (non-cash), and contributions to the project, with a cash match or with a combination of an in-kind and cash match.
* Awards are contingent upon a review process, the applicability of the scope and nature of the project, and the availability of funds.
* A budget justification is required. A budget justification is a breakdown of your proposed budget in a narrative format, and is used to "justify" the expenses identified for the project. Budget narratives need to withstand the scrutiny of grant reviewers. The budget justification should:  
  + - Provide as much detail and justification as necessary.
    - Be organized in the order of the line items in the detailed budget (spreadsheet).
    - Explain why each of the items are needed to accomplish the scope of work.
    - For personnel costs, explain each individual’s salary and time commitment (# months) in relation to their role. Specify any fringe benefit rates.
    - Travel costs should include a destination and a breakdown (i.e. mileage, etc.). The current allowable University of Maine rate is $0.44 per mile. Awardees will only be granted travel reimbursement based on this fixed rate per mile.
    - ME EPSCoR funds cannot be used to purchase food. This expense can be part of the match.
* Please confer with the Maine EPSCoR office for any questions about allowable costs, or if you need assistance in filling out this table.



**Maine EPSCoR’s SEANET  
Budget Form**

**Please outline the expenses of your project in the table below. In addition to this table please detail your expenses in your Budget Justification, including the breakdown of the direct expenses, details on who will be paid and what they will be doing on the grant.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel Budget Item: (List each paid personnel separately)** | **ME EPSCoR Funds** | **Cash Match** | **In-Kind Match** | **Total Cost** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Fringe benefits: (as applicable)** |  |  |  |  |
| **Subtotal Personnel** |  |  |  |  |
| **Other Direct Expenses** |  |  |  |  |
| **Materials & Supplies** |  |  |  |  |
| **Small Equipment (<$5,000)** |  |  |  |  |
| **Printing/copying/mailing** |  |  |  |  |
| **Travel In-State Only** |  |  |  |  |
| **Professional services** |  |  |  |  |
| **Space Rental** |  |  |  |  |
| **Other: Rentals** |  |  |  |  |
| **Other: Speaker Fees** |  |  |  |  |
| **Other: Food** | **N/A** |  |  |  |
| **Other:** |  |  |  |  |
| **Other:** |  |  |  |  |
| **Other:** |  |  |  |  |
| **Subtotal other direct expenses:** |  |  |  |  |
| **Total personnel & Direct expenses:** |  |  |  |  |



**Maine EPSCoR’s SEANET  
Project Narrative Form**

1. **Need:** A brief statement of the STEM need to be addressed in the context of sustainability aquaculture (i.e. as evidenced by…middle school students need opportunities to do… in order to (impact)…)
2. **Goal:** Provide an overall project goal to address the need, and at least one key measurable objective to measure success.
3. **Target Audience and Geographic Area:** Specify the targeted audience(s) that will be served by this project, (Girls, Native Students, 5th graders, etc.) give estimates of the number of participants that will be impacted, and specify the geographic area to be served.
4. **Timeline:** Provide a description of what activities will take place in order to meet your goal and objectives. Include timeline for each activity (note: if this project has more than one target audience, indicate by each activity who will be served).
5. **Personnel:** A brief description of the roles of the key project personnel and collaborating partners involved in this project. Also address how this project will be managed administratively.
6. **Evaluation:** How will you assess (i.e. evaluations, surveys, interviews, etc.) whether this project had the above impacts for both the target audience and your organization/institution? Describe any anticipated project outputs (immediate, observable products) or outcomes.

1. **Impacts:** How will this project advance STEM workforce development in an area of relevance to aquaculture? What difference will it potentially make for your organization? How many people will be impacted and how? Other impacts?

1. **Communications:** Describe any proposed communication activities about the project such as websites, press releases, newsletters, radio/TV, brochures, etc.



**Maine EPSCoR’s SEANET  
Certification Form**

Throughout this application process and any award implementation, applicants signify their intent to:

1. involve any appropriate administrative/financial entities at your organization/institution in the pre- and post-award process for this project as applicable;
2. expend and request reimbursement only for items that are in the project’s approved budget;
3. notify Maine EPSCoR immediately if there is any potential deviation needed from the project scope or budget, which must be approved prior to implementing;
4. adhere to Maine EPSCoR reporting and evaluation requirements, which are mandated by NSF;
5. work with Maine EPSCoR on publicity information for this project; and
6. provide project information as requested by Maine EPSCoR throughout the award timeframe through various reporting mechanisms.

**Signatures:**

**1) Project Leader:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2) Organization Administrator:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please send to:**

Laurie Bragg, Outreach & Program Manager  
Maine EPSCoR at the University of Maine  
5717 Corbett Hall, Room 440, Orono, ME 04469-5717  
[laurie.bragg@maine.edu](mailto:laurie.bragg@maine.edu)

For questions, contact Laurie Bragg at (207) 581-2295.