



## GRANT APPLICATION

APPLICATION DEADLINE: MAY 31, 2024

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**Instructions: Please read all items thoroughly and do not leave any items blank. Download the grant application and save it as a PDF before filling it out. For assistance contact Michelle Bouziden at [michelle.bouziden@aerospace.ok.gov](mailto:michelle.bouziden@aerospace.ok.gov) and Paula Kedy at [paula.kedy@aerospace.ok.gov](mailto:paula.kedy@aerospace.ok.gov). Email completed applications to [education@aerospace.ok.gov](mailto:education@aerospace.ok.gov). Incomplete applications may not be accepted. This document provides instructions for the grant process and, for public entities, will serve as a contract upon approval of a grant. Please be sure to read and consider all terms and conditions before signing.**

The full terms of the grant agreement can be found on the following pages, but we would like to bring a few items to your attention:

- Application deadline is May 31, 2024. Staff will begin reviewing applications in June and will take recommended applications to the Commission for approval at the tentatively scheduled August 7, 2024 Commission meeting. Program start dates may not be listed prior to the August Commission Meeting date and must be completed within one (1) calendar year from approval.
- Receipts may not be dated prior to Commission approval.
- The grant selection process is extremely competitive. It is important that you specifically outline the goals of your program and that you clearly express which aviation and aerospace skills students will gain by participating in your program.
- This is a reimbursement/claims grant program, reimbursable upon completion of the program. Your organization is expected to upfront all purchases and will be reimbursed up to the amount awarded. Proper documentation must be presented for reimbursement as is outlined in the terms and conditions.
- If your program includes a partial or full award toward the purchase of a simulator, computer, or drone, receipts must reflect the total number of those items purchased as indicated on your budget sheet (even if the Department is not funding all of the items).
- Any drones that are purchased will need to comply with applicable State and Federal law.
- Program dates are important. Pay particular attention to the program start and end date listed within your application. All paperwork is due within 60 days following the completion of the program - the program end date. Failure to submit the required documentation within 60 days will result in a forfeiture of any outstanding balances owed to the program. Be sure to communicate any date changes in writing as soon as possible.

**1. CONTACT INFORMATION**

**APPLICANT (ENTITY) NAME:** \_\_\_\_\_

**APPLICANT (ENTITY) ADDRESS:** \_\_\_\_\_

**APPLICANT (ENTITY) PHONE:** \_\_\_\_\_

**NAME OF PERSON  
 IMPLEMENTING PROGRAM:** \_\_\_\_\_

**WORK & CELL PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

Provide a phone number and email that is checked during the summer.

**ADMINISTRATOR AUTHORIZED  
 TO OBLIGATE APPLICANT:** \_\_\_\_\_

**WORK & CELL PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

Provide a phone number and email that is checked during the summer.

**FEDERAL ID NUMBER:** \_\_\_\_\_

**2. PROGRAM INFORMATION**

**PROGRAM NAME:** \_\_\_\_\_

**PROGRAM START & END DATE:** \_\_\_\_\_

Include the actual dates the program will take place, or your best estimate if dates have not been decided. Program must be completed within one (1) calendar year from the date the Department approves the grant. Date changes should be communicated immediately.

**AMOUNT OF REQUEST:** \_\_\_\_\_

The maximum cost share of any grant or contract awarded by the Department shall not exceed 50% of the **total program cost** unless the funding request by the applicant is less than \$3,000 in which case the maximum cost share shall be 90%. [Oklahoma Administrative Code §25:25-1-2(j)]. In other words, grant recipients receiving more than \$3,000 are responsible for, at minimum, 50% of program costs through funding, in-kind or donations.

**GRADE LEVELS SERVED:** \_\_\_\_\_

**APPROXIMATE NUMBER OF STUDENTS REACHED WITH GRANT FUNDS:** \_\_\_\_\_

**LOCATION OF PROGRAM:** \_\_\_\_\_

**WILL THE PROGRAM UTILIZE AOPA CURRICULUM?**

**IF SO, WHICH YEARS WILL BE TAUGHT? YEAR 1    YEAR 2    YEAR 3    YEAR 4**

**HOW MANY SECTIONS WILL BE TAUGHT?** \_\_\_\_\_

**PILOT OR DRONE PATHWAY?**

**WILL THE PROGRAM UTILIZE CHOOSE AEROSPACE CURRICULUM?**

**IF SO, WHICH YEARS WILL BE TAUGHT? YEAR 1    YEAR 2**

**HOW MANY SECTIONS WILL BE TAUGHT?** \_\_\_\_\_

### 3. PROGRAM NARRATIVE

Prepare a narrative on each of the topics identified below to give an account of the planning process, overall plan to implement the program, and the desired learning outcomes. If additional pages are needed to fully describe the program, they may be attached as “Addendum A.”

#### **PROGRAM GOALS AND OBJECTIVES:**

Program goals and objectives should be very specific and should reflect the aviation and aerospace categories that will be explored through the program implementation.

#### **CURRICULUM AND SUBJECT AREAS:**

Curriculum should have a **DIRECT** correlation to **aviation/aerospace**. Please provide specific details.

**DESIRED LEARNING OUTCOMES:**

Outcomes should reflect the exact skills students will acquire through implementation of the program.

**EDUCATIONAL BENEFITS:**

**MEASUREMENTS OF SUCCESS:**

This may include number of participants, assessment data, surveys, comments, number of students that plan to continue into post-secondary aviation and aerospace programs or industry, etc.

4. **PROGRAM FUNDING AND BUDGET INFORMATION**

**JUSTIFICATION OF NEED FOR FUNDING:**

**TOTAL PROGRAM COST:**

\_\_\_\_\_

Total program cost includes all expenses (materials, transportation, supplies, etc.) directly associated with carrying out the program. Do not include overhead expenses not directly related to the program.

**PERCENTAGE OF TOTAL PROGRAM BUDGET REQUESTED:**

\_\_\_\_\_

The maximum cost share of any grant or contract awarded by the Department shall not exceed 50% of the **total program cost** unless the funding request by the applicant is less than \$3,000 in which case the maximum cost share shall be 90%. [Oklahoma Administrative Code §25:25-1-2(j)]

**OTHER CONTRIBUTORS OR ANTICIPATED CONTRIBUTORS AND AMOUNT**

**CONTRIBUTED (IF APPLICABLE):** Include partnerships, guest speakers, experts that may assist with the program and any financial or in-kind contributions.

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5. **BUDGET:**

Enter the estimated budget for all items required to conduct the program (equipment, supplies, and material costs). Be sure to reflect all items necessary for the aviation/aerospace related portion(s) of the program and be as accurate as possible. While item substitutions may be considered on a case-by-case basis, additional items may not be added once the grant has been awarded without special approval. Include any goods or services that will be donated from outside sources (in-kind) or monetary donations from outside sources. Do not include overhead expenses not directly related to the program. **Do not attach a separate document in lieu of completing the Program Budget template below. While an applicant will request a specific dollar amount of award, the amount awarded may be less than requested. The applicant should be prepared to secure additional funds to complete the program as proposed.**





6. **FUNDS:** The Applicant will deposit awarded grant funds with the following financial institution, which is qualified by law to act as a depository of public funds.

**NAME OF FINANCIAL INSTITUTION:** \_\_\_\_\_

**ADDRESS OF FINANCIAL INSTITUTION:** \_\_\_\_\_

\_\_\_\_\_

**PHONE NUMBER OF FINANCIAL INSTITUTION:** \_\_\_\_\_

**POINT OF CONTACT:** \_\_\_\_\_

7. **TERMS:** Read and initial next to each item.

\_\_\_\_\_ Any grant funds awarded will be paid by the Oklahoma Department of Aerospace and Aeronautics following the expenditure of such funds by the Applicant and the completion of the program. **The Applicant agrees to upfront any and all funds awarded and will be reimbursed up to the amount awarded following the expenditure of the funds and the completion of the program according to the following schedule:**

- a. The Oklahoma Department of Aerospace and Aeronautics will make a partial payment of up to eighty percent (80%) of awarded funds following the expenditure of the funds, completion of the program, and receipt of the following documents:
  - i. Invoice(s) addressed to the Oklahoma Department of Aerospace and Aeronautics for the amount requested
  - ii. Corresponding receipts documenting the expenditure of all requested funds
- b. The remaining twenty percent (20%) will be paid upon receipt of the following documents:
  - i. Completion Report (template available by request)
  - ii. Financial Report (template available by request)
  - iii. Any remaining invoice(s) addressed to the Oklahoma Department of Aerospace and Aeronautics for the amount requested
  - iv. Any remaining receipts documenting the expenditure of all requested funds

\_\_\_\_\_ Invoices will not be processed without corresponding receipts for the amounts expended. A packing slip with a balance due is not sufficient proof of payment.

\_\_\_\_\_ The Completion Report must be submitted to the Oklahoma Department of Aerospace and Aeronautics within **sixty (60) days** following the completion of the program and shall give a thorough account of the program and the goals met during the course of the program.

\_\_\_\_\_ A detailed Financial Report that includes all expenditures for the program, both monetary and in-kind, must be submitted to the Oklahoma Department of Aerospace and Aeronautics within **sixty (60) days** following the completion of the program.

\_\_\_\_\_ Additional documentation is required for grants awarded to any private organization or entity. If applicable, the Oklahoma Department of Aerospace and Aeronautics will provide the necessary contract, professional services certification, non-collusion certification, and sole-source form to be completed/signed by the Applicant following grant approval. **All documents must be returned to the Oklahoma Department of Aerospace and Aeronautics within 30 days of the Commission meeting at which the grant was awarded.**

\_\_\_\_\_ The program receiving grant funds must be completed within one (1) calendar year from the date the funds are formally allocated for the approved grant application.



\_\_\_\_\_ It is mutually understood and agreed that should the Applicant fail to accomplish all the services set forth in the approved grant application, including submitting a Completion Report, Financial Report, Invoices, and corresponding Receipts within **sixty (60) days** following completion of the program, any remaining grant funds shall be immediately forfeited by the Applicant.

\_\_\_\_\_ If an Applicant forfeits funds, the Applicant shall be unable to apply for an Aerospace and Aviation Education Grant the following year.

\_\_\_\_\_ If the Applicant is unable to submit the Completion Report, Financial Report, Invoices, and corresponding Receipts within sixty (60) days following completion of the program, the Applicant can request an extension of up to thirty (30) days in which to submit the required items. Granting of such a request is solely within the discretion of the Director of the Oklahoma Department of Aerospace and Aeronautics and will be considered on a case-by-case basis. **Extension requests must be in writing and received at the Oklahoma Department of Aerospace and Aeronautics office within sixty (60) days following completion of the program.**

\_\_\_\_\_ Records of expenditures shall be maintained for not less than three (3) years. Reasonable access to these records will be provided at the grantor's regular place of business. Records will be available for audit by the Oklahoma State Auditor and Inspector.

\_\_\_\_\_ Grants are awarded based on information contained within this document. **Changes or amendments to program reach, scope, or educational content may result in forfeiture of grant funds.**

\_\_\_\_\_ The Oklahoma Department of Aerospace and Aeronautics must be notified as soon as possible regarding any changes to the program or program date.

\_\_\_\_\_ Any drones that are purchased will need to comply with applicable State and Federal law during operations conducted by the Applicant.

\_\_\_\_\_ **If a grant is awarded and is less than the amount requested, the program may be required to secure additional funds in order to complete the program as proposed.**

## **8. CONFIRMATION**

I, THE UNDERSIGNED, HAVE THE POWER AND AUTHORITY TO OBLIGATE THE APPLICANT AND HEREBY AFFIRM THAT ALL INFORMATION CONTAINED WITHIN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND HEREBY ACCEPT ALL TERMS THAT ACCOMPANY THIS GRANT OFFER.

**SIGNATURE:**

\_\_\_\_\_

**PRINTED NAME:**

\_\_\_\_\_

**EMAIL:**

\_\_\_\_\_

**PHONE:**

\_\_\_\_\_

**DATE:**

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