Minnesota Space Grant Consortium

Enhancement Grant Application

Organization Name: 
Address: 
Contact Person (name, title, phone, fax, e-mail):

Requested Amount: Project or Program Name:

NASA Category (select one):

☐ K-12 Education ☐ Research Infrastructure (list NASA Strategic Enterprise)
☐ Higher Education ☐ Public Outreach

Project or Program Description (Please include information on purpose, need, constituents served, geographic area, use of volunteers, specific activities, staff involved, timetable, and how this project fits within the MnSGC’s guidelines. In the case of Research Infrastructure, please indicate which NASA Strategic Enterprise will be supported.)
Criteria for Evaluation (specific expected outcomes and how you will know if you achieve each outcome) 100-150 words:

Please attach the following:

__________ Project or Program Budget Form showing income (including other donors and amounts), matching funds, expenses and grants pending. **REQUIRED.**

__________ Job description and resumes of principle personnel involved in the project or program. **REQUIRED.**

__________ Letters of support from school administration (K-12 Education only) or other collaborators and/or sponsors. **REQUIRED FOR COLLABORATIONS.**

__________ Travel Justification Form. **REQUIRED FOR TRAVEL.**

Note: Feel free to complete this form on your word processor. Please do not bind your attachments to the application, other than with paper clips.
Guidelines and Application Procedure

The Minnesota Space Grant Consortium (MnSGC) Enhancement Grant Program focuses in four categories: K-12 education, higher education, research & development, and public outreach. Each focus area requires a match (in-kind and/or cash) from the applying school or institution.

K-12 Education Focus

- The MnSGC’s major concentration in the area of K-12 education is on K-12 teacher training in the form of workshops, conferences, pre-service and in-service training. The MnSGC does not fund equipment purchases, but will fund supplies, consumables, and faculty salaries.

- Another focus in K-12 education is in the area of curriculum development. Curriculum projects must be clearly aligned with the National Science Standards and the Minnesota Graduation Standards. Curriculum may be developed in the areas of space-related science (earth science & physical science), astronomy, physics, computer science, and mathematics.

Higher Education Focus

- The MnSGC concentrates on supporting excellence in higher education. This area focuses on activities that benefit students, faculty or both. Activities include, but are not limited to, pre-service teacher training, curriculum development, design and implementation of new major and minor areas of space-science related study, conferences, workshops, development and dissemination of software, problem sets, videos, publications, labs, and other undergraduate student support (exclusive of scholarships).

Research Infrastructure Focus

- The MnSGC supports all of the organizational factors that promote the development and maintenance of research in an organization. These factors include seed money for research, release time for proposal writing, the establishment of research collaborations, conference and/or research related travel, and graduate student support.

- The MnSGC supports research infrastructure proposals in each of the four NASA Strategic Enterprise. These are:

  - Space Science
  - Mission to Planet Earth
  - Human Exploration and Development of Space
  - Aeronautics and Space Transportation Technology

Details are available on the NASA web site at http://www.hq.nasa.gov.
Public Outreach Focus

- The MnSGC supports all science and technology-based programs and activities that serve industry, state/local government, nonprofit organizations, children and adults. Examples are non-technical informal science courses, lectures, science fairs, radio and television programs designed to stimulate a broad interest in, and understanding of space-related science outside a formal educational setting.

Criteria for Grants

The MnSGC supports:

- Specific projects or programs.
- Programs of organizations with their own IRS tax-exempt status, schools, and government agencies. (Grants are not made to fiscal agents).
- Programs must support MnSGC funds with a match (in-kind, cash, equipment purchase, or travel)

Restrictions

In order to maintain focus and achieve greater impact, the MnSGC does not support:

- Equipment purchases (NASA requirement)
- General operating support of educational institutions
- Lobbying, political or fraternal activities
- Fund-raising events or activities, social events or goodwill advertising
- Foreign Travel

Application Process

Grant applicants must submit an MnSGC Enhancement Grant Form, including all specified attachments, with a cover letter. Application forms are available from the MnSGC or at our Internet web site: http://www.aem.umn.edu/other/msgc. Information regarding the application process can be obtained by contacting the Minnesota Space Grant Office at (612) 626-9295 or by e-mail mnsgc@aem.umn.edu. Deadlines for applications are 10/30 and 4/30 annually. Funding decisions are reviewed by the MnSGC Executive Committee within 90 days. Applications should be sent to:

  Minnesota Space Grant Consortium  
  Enhancement Grant Program  
  Department of Aerospace Engineering and Mechanics  
  107 Akerman Hall  
  110 Union St. S.E.  
  Minneapolis, MN 55455

Review of Applications

Enhancement Grants are limited to $5,000.00 per applicant in the K-12 Education and Public Outreach categories. Higher Education and Research Infrastructure grants are limited to a minimum of $10,000.00 and up to $15,000.00 per application.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.
Travel Form

NASA requires justification for all travel expenses related to funding for its programs. Please fill out the following information and submit with your Enhancement Grant Application.

Organization Name:                              Date:

Address:

Contact Person (name, title, phone, fax, e-mail):

Request amount for travel (total):

Travel destination:

Dates of travel:

Name(s) of personnel travelling:

Reason for travel:

Please estimate the following information per person:

Estimated airfare per person: $__________

Estimated lodging per person: $__________

Estimated per diem per person: $__________

Estimated ground transportation per person: $__________

TOTAL TRAVEL EXPENSES: $__________
# Budget Form

**Funding Year From _____ Through _____**

**Salaries of Personnel** *(Applicant Organization only):*

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Role in Project</th>
<th>% of Appt.</th>
<th>Funds Requested</th>
<th>Match</th>
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Total Salaries:

Fringe Benefits:

Total Salaries & Fringe:

**Consumable Supplies** *(please itemize by category):*

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Total Supplies:

Travel *(please justify using Travel Form)*

Equipment purchase

Other *(please itemize):*

Total Direct Costs:

Total Indirect Costs:

Total Amount:

For questions about this form, please call the *Minnesota Space Grant Office*: (612) 626-9295