



APPLICATION GUIDE

Vermont Space Grant Consortium and
Vermont State Department of Libraries



Library Grant Program

BACKGROUND: The [Vermont Space Grant Consortium](#) (VTSGC) is a NASA program supporting science, technology, engineering, and mathematics (STEM) in the state of Vermont. The NASA Space Grant primary goal is to contribute to the nation's science enterprise by funding education, research, and public engagement projects through a national network of Space Grants. To support these goals, the VTSGC and Vermont Department for Libraries are partnering to invite applications for grants of up to \$1,000 to support STEM programming at Vermont libraries. The objective of this grant program is to increase STEM engagement capacity at the community level across Vermont by providing public libraries with supplemental funding to deliver high quality programming. Proposed projects must be strongly aligned with new or ongoing NASA priorities and should have the potential to engage diverse and/or underrepresented populations of Vermonters. The number of these awards is subject to the availability of NASA funding, but we anticipate awarding no more than 7 grants per year. These awards are subject to a 50% cost-share requirement.

DESCRIPTION OF AWARD: Awards of up to \$1,000 will provide financial support to develop and administer new STEM programming at Vermont libraries. Proposed programs must have a substantial educational component in one or more STEM disciplines aligned to NASA mission directorates; must target K–12 students (or a subset of grade levels within K–12); and must have the potential to engage a substantial number of learners. The [STAR Library Network](#) is a useful tool for libraries that may contain ideas and content that can be adopted and tailored to meet goals of the proposal. Examples for eligible use of funds include but are not limited to:

- Purchasing participant-focused materials needed to deliver the program, such as STEM kits, model rockets, measurement tools, etc.
- Costs (subject to approval) to host an external STEM vendor, such as museum personnel, guest speakers, etc.
- Salary support for library staff to design and deliver the proposed STEM program.

All use of funds, including external vendors, will be subject to approval by the VTSGC and should be detailed in the proposal.

See the [Request for Applications](#) for details on the application process, deadlines, and award period. Below are guidelines on how to prepare the various components of the application, but the RFA contains requirements and other key details needed to prepare a successful proposal. Please email VTSGC Program Administrator, Ellen Brennan, at Ellen.Brennan@uvm.edu if you have any questions.

Application Checklist:

1. [Cover page](#) (use the one provided by following the link)
2. Program narrative (limit: 1 page, exclusive of references if needed)
3. Description of the library(s) and community served (limit: 500 words)
4. Budget detail with narrative and cost-share plan
5. If applicable, a signed letter of commitment from external STEM vendors that will be participating in the proposed program

Applications must use 12-point font (Arial, Times New Roman, Aptos, Calibri) and 1-inch margins. Applications not adhering to these requirements may not be considered.

1. COVER PAGE

Complete the cover page provided at the link above.

2. PROGRAM NARRATIVE

Limit: 1 page

Describe the program being proposed, including but not limited to:

- The learning/engagement objectives of the activity(s) planned,
- The extent to which the activity(s) must be developed or tailored before delivering,
 - If the activity is being tailored from existing lesson plans/materials, please include the original source as well as explanations for how you plan to adjust the materials so they specifically meet the engagement needs of your community.
- The detailed lesson plan for how the activity(s) will be administered,
- The populations you intend to engage with the proposed programming,
- Description of the external STEM vendor being invited to participate, if applicable,
- Plans for advertising the proposed programming to maximize engagement, and/or
- Anticipated challenges and how you plan to address them.

3. DESCRIPTION OF THE LIBRARY(S) AND COMMUNITY SERVED

Limit: 500 words

Briefly describe the current programming, staff, and services of the library submitting the proposal. Also describe the demographics of the communities served.

If the submitted application is a joint proposal between multiple libraries, please describe each separately. In this case, the 500-word limit applies to each library and not the total.

4. BUDGET DETAIL WITH NARRATIVE AND COST-SHARE PLAN

Briefly describe how the requested funds will be used. Describe the materials, fees, and/or staff support being requested and why they are critical to the success of the proposal.

For proposals that include staff salary support, the salary rates must mirror the current rates paid at the library. In addition, NASA grant funds are restricted to U.S. citizens, so any salary support for library staff must be budgeted accordingly.

Include a budget table that lists titles and monetary amount of each cost as a detailed budget breakdown. An example table structure is provided here.

Description of Cost	Requested Funds	Cost-Share Funds
A. Personnel/Direct Labor		
1. Library Staff	0.00	0.00
2. External Presenter/Service Provider	0.00	0.00
A. Subtotal	0.00	0.00
B. Equipment & Materials		
1. description	0.00	0.00
2. description	0.00	0.00
3. description	0.00	0.00
B. Subtotal	0.00	0.00
C. Equipment & Materials		
1. description	0.00	0.00
2. description	0.00	0.00
3. description	0.00	0.00
C. Subtotal	0.00	0.00
TOTAL FUNDS	0.00	0.00

5. IF APPLICABLE, SIGNED LETTER OF COMMITMENT FROM EXTERNAL STEM VENDORS

If you plan to use an external vendor or service provider (e.g., the Planetarium Lady, ECHO’s traveling museum, etc.), please attach a signed letter of commitment from the vendor to your application.