



GRANT APPLICATION

APPLICATION DEADLINE: MAY 31, 2025

Instructions: Please read all items thoroughly and do not leave any items blank. Download the Oklahoma Department of Aerospace and Aeronautics (ODAA) grant application and save it as a PDF before filling it out. For assistance contact Michelle Bouziden at michelle.bouziden@aerospace.ok.gov and Stephanie Holt Lucas at stephanie.holtlucas@aerospace.ok.gov.

Email completed applications to 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, 2025. Staff will begin reviewing applications in June and will take recommended applications to the Commission for approval at the tentatively scheduled August 6, 2025, 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.**
- Any costs incurred prior to the Commission Meeting date are not eligible for reimbursement or to count towards the applicant's match.
- 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 grant 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.
- ODAA will make partial payments of up to eighty percent (80%) upon the applicant expending the funds, receiving the item(s) and submitting an invoice and corresponding receipts electronically to michelle.bouziden@aerospace.ok.gov. A vendor invoice with a balance due is not sufficient proof of payment. The remaining twenty percent (20%) will be paid upon completion of the program, receipt of a final invoice, corresponding receipts, Completion and Financial Report.
- 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 **30** days following the completion of the program - the program end date. It is the applicant's responsibility to keep track of this date. Failure to submit the required documentation within **30** 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.

GRADE LEVELS SERVED: _____

APPROXIMATE NUMBER OF STUDENTS REACHED WITH GRANT FUNDS: _____

LOCATION OF PROGRAM: _____

IS THE SCHOOL APPROVED TO IMPLEMENT THE 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?

IS THE SCHOOL APPROVED TO IMPLEMENT THE 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:

Describe curriculum used or topics covered and how it applies to **aerospace/aviation**. Please provide specific details.

DESIRED LEARNING OUTCOMES & EDUCATIONAL BENEFITS:

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

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:

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.

5. BUDGET:

NOTE - Teacher and or instructor salary may not be covered with ODAA grant funds, however, may be shown as in-kind or sponsor funded to be included toward the applicant match. When teachers or staff are used to teach aviation course work, a portion of their salary may be included in the total cost of program implementation. For example, if a teacher teaches two sections of Aviation I as part of the program implementation, the salary required to teach two course sections may be included in the total program 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 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.

EXAMPLE:

ITEM	UNITS	COST PER UNIT	TOTAL	IN-KIND OR MONETARY DONATION	FUNDED BY APPLICANT	FUNDED BY ODAA
Simulator	1	\$5,350	\$5,350	\$0	\$50	\$5,300
Field Trip Transportation	1	\$200	\$200	\$0	\$200	\$0
Lunches for Students	50	\$10	\$500	\$500	\$0	\$0
Field Trip Admission	30	\$10	\$300	\$0	\$0	\$300
AOPA Symp. Travel/Registration/Lodging	1	\$1,750	\$1,750	\$0	\$250	\$1,500
T-Shirts	50	\$15	\$750	\$0	\$0	\$750
Supplies	1	\$1,800	\$1,800	\$0	\$300	\$1,500
Drones	5	\$500	\$2,500	\$0	\$1,500	\$1,000
Teacher Salary for sections of aviation classes taught	1 (1 class = 1/7 of salary)	\$8,500	\$8,500	\$0	\$8,500	\$0
TOTAL			\$21,650	\$500	\$10,800	\$10,350

PROGRAM BUDGET:

ITEM	UNITS	COST PER UNIT	TOTAL	IN-KIND OR MONETARY DONATION	FUNDED BY APPLICANT	FUNDED BY ODAA
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$

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.

 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 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 Applicant's expenditure of the funds, receiving the items and submitting the following documents:
 - i. Invoice 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 completion of the program by submitting the following documents:
 - i. Completion Report (template provided)
 - ii. Financial Report (template provided)
 - 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 **thirty (30) 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 **thirty (30) 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.

 Items are expected to be purchased and utilized during the year awarded. Upon award, applicants are expected to make a conscious effort to begin making timely purchases so that students benefit throughout the length of the program.

_____ 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 **thirty (30) 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 thirty (30) 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 thirty (30) 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 an Applicant is awarded funds to purchase a flight simulator to support the implementation of their aerospace/aviation curriculum and discontinues the program, the Applicant will be required to return the equipment to the Oklahoma Department of Aerospace and Aeronautics within thirty (30) days of the final aviation class.

_____ **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 ACCOMPASNIGY THIS GRANT OFFER.

SIGNATURE: _____

PRINTED NAME: _____

EMAIL: _____

PHONE: _____

DATE: _____