

OKLAHOMA AERONAUTICS COMMISSION AEROSPACE AND AVIATION EDUCATION GRANT APPLICATION



Oklahoma Aeronautics Commission
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STAY CONNECTED:



oac.ok.gov

APPLICATION DEADLINE: MAY 31, 2019

Instructions: Please read all items thoroughly and do not leave any items blank. 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 understand all terms and conditions.

1. CONTACT INFORMATION

APPLICANT (ENTITY) NAME: _____

APPLICANT (ENTITY) ADDRESS: _____

APPLICANT (ENTITY) PHONE: _____

CONTACT NAME: _____

CONTACT ADDRESS: _____

CONTACT PHONE: _____

CONTACT EMAIL: _____

FEDERAL ID NUMBER: _____

2. PROGRAM INFORMATION

PROGRAM NAME: _____

PROGRAM DATE: _____

Include the actual date the program will take place, or your best estimate if date has not been decided. Program must be completed within one (1) calendar year from the date the Commission approves the grant.

AMOUNT OF REQUEST: _____

The maximum cost share of any grant or contract awarded by the Commission 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)]

GRADE LEVELS SERVED: _____

APPROXIMATE NUMBER OF STUDENTS REACHED: _____

LOCATION OF PROGRAM: _____

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:

CURRICULUM AND SUBJECT AREAS: How does the program have a direct application to aviation/aerospace?

DESIRED LEARNING OUTCOMES:

EDUCATIONAL BENEFITS:

MEASUREMENTS OF SUCCESS:

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 Commission 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):

5. **BUDGET:** Enter the estimated budget for all items required to conduct the program (equipment, supplies, and material costs). Include any goods or services that will be donated from outside sources (in-kind) or monetary donations from outside sources. Be sure to reflect all items necessary for the aviation/aerospace related portion(s) of the program. Do not include overhead expenses not directly related to the program.

EXAMPLE:

ITEM	UNITS	COST PER UNIT	TOTAL	IN-KIND OR MONETARY DONATIONS	FUNDED BY PROGARM	AMOUNT REQUESTED
Student workbooks	50	\$10	\$500	\$0	\$0	\$500
Transportation costs	1	\$200	\$200	\$0	\$0	\$200
Monetary donation	1	\$0	\$0	\$1000	\$0	\$0
Craft supplies	1	\$0	\$0	\$200	\$0	\$0
Instructor Salary	2	\$200	\$400	\$0	\$400	\$0
TOTAL			\$700	\$1200	\$400	\$700

PROGRAM BUDGET:

[illegible]

		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
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		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
TOTAL		\$	\$	\$	\$	\$

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 Aeronautics Commission 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 Aeronautics Commission 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 Aeronautics Commission 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 Aeronautics Commission 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.

_____ The Completion Report must be submitted to the Oklahoma Aeronautics Commission 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 Aeronautics Commission 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 Aeronautics Commission 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 Aeronautics Commission 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 Aeronautics Commission and will be considered on a case-by-case basis. **Extension requests must be in writing and received at the Oklahoma Aeronautics Commission 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 Aeronautics Commission must be notified as soon as possible regarding any changes to the program or program date. 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, HEREBY AFFIRM THAT ALL INFORMATION CONTAINED WITHIN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE:	_____
PRINTED NAME:	_____
EMAIL:	_____
PHONE:	_____
DATE:	_____

Items below will be completed once the grant has been approved.

The COMMISSION will grant \$_____ for the cited request and the APPLICANT is to provide \$_____ as its share of the program.

IN WITNESS WHEREOF, the APPLICANT has caused this Application to be duly executed in its name, this _____ day of _____, 20____.

I UNDERSTAND THAT THE FOLLOWING ITEMS ARE DUE WITHIN SIXTY (60) DAYS OF THE COMPLETION OF THE PROGRAM:

- 1. COMPLETION REPORT**
- 2. FINANCIAL REPORT**
- 3. INVOICE(S)**
- 4. CORRESPONDING RECEIPTS**

FAILURE TO TURN IN THESE ITEMS WITHIN SIXTY (60) DAYS OF THE COMPLETION OF THE PROGRAM MEANS THAT I FORFEIT ANY OUTSTANDING BALANCES OWED TO THE PROGRAM.

(Printed Name)

(Title)

(Signature)

The program and expenditure of funds in the amount of \$_____ were approved in a regular, convened meeting of the COMMISSION on the ____ day of _____, 20____. By its approval, the COMMISSION authorized the Director to execute this agreement.

DIRECTOR
Oklahoma Aeronautics Commission