



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 a substantial number of learners. 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 which is explained in section 4 of this guide.

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 [VTSGC Library Grant Webpage](#) for details on the application process, deadlines, and award period. Below are guidelines on how to prepare the various components of the application. Please email VTSGC Assistant Director, Ellen Brennan, at Ellen.Brennan@uvm.edu if you have any questions.

Application Checklist:

1. Cover Page (use the one provided on the [VTSGC Library Grant Webpage](#))
2. Program narrative (limit: 1 page, exclusive of references if needed)
3. Description of the library(s) and Vermont region 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 goals of your proposed program.
- The detailed lesson plan for how the activity(s) will be administered,
- The K-12 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 VERMONT REGION SERVED

Limit: 500 words

Briefly describe the current programming, staff, and services of the library submitting the proposal. Also describe the goals, interests, and needs of the Vermont region and potential learners served by the library.

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 below.

Cost-Share Examples

1. Staff salary support: Salary support for time a library employee spends developing, preparing, advertising, and delivering the proposed program as well as post-evaluation or dissemination of the program can be considered cost-share.
2. Fringe benefits: Whatever cost a library pays for employee benefit packages (health insurance, dental, PTO, etc.) can be applied to the cost-share. For example, UVM applies a fringe benefit rate of 52% for every employee's salary to cover their benefit package costs. Using the 52% rate as an example, if a library employee spends 12 hours of work on the proposed program, the cost-share would be 12 hours salary + 52%.
3. Volunteer contributions: If volunteers are working on the proposed program and are essential to its success, their time is considered cost-share (calculated using the standard salary for the library).
4. Materials already available: If a library already has materials that are essential for the proposed program, that cost can be applied to cost share. For example, if the proposed program is a coding workshop and the library already has a software license for that coding language, that license can be considered cost-share.
5. Federally negotiated indirect costs: If applicable, a library might have a federally negotiated indirect cost rate that can be applied to cost-share. For example, UVM has a rate agreement with the government such that 53% of non-exempt direct costs can be applied to cost-sharing. (Check with VTLIB if this is available for you.)

What is not allowable Cost-Share?

Any funding support from another federal source (e.g., a VTLIB grant) cannot be considered cost-share for this proposal.

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.