

Robotics Grant Technical Assistance Meeting

Frequently Asked Questions



May 14, 2018

Vendor Questions:

1. Does the school district or the non-profit working with a school district submit the proposal?

School is not working with a non-profit and is submitting a proposal:

- If funding is granted to a school, it is technically being granted to the school system. Funding will go through the system's Central Office where internal processes will determine how funding is released to the school.
- Letters of commitment from school principals, sponsors, need to be part of the proposal packet.
- The assurance form must be signed by the school system's superintendent or his/her designee.
- Interim Reports (C125-C) forms will be due on November 1, 2018, March 1, 2019, and May 1, 2019.
- Final Report (C125-D) and evaluation report, due within 60 days of the end of the grant period.

School is working with a non-profit but will be serving as the fiscal lead and submitting a proposal:

- If funding is granted to a school, it is technically being granted to the school system. Funding will go through the system's Central Office where internal processes will determine how funding is released to the school.
- Letters of commitment from school principals, sponsors, and the non-profit need to be part of the proposal packet.
- The assurance form must be signed by the school system's superintendent or his/her designee.
- Interim Reports (C125-C) forms will be due on November 1, 2018, March 1, 2019, and May 1, 2019.
- Final Report (C125-D) and evaluation report, due within 60 days of the end of the grant period.

Consistent with the law, grant proposals may be submitted by non-profit organizations:

- Non-profits submitting a grant application must do so in collaboration with a school.
- A Memorandum of Understanding (MOU) between the school and non-profit or a Letter of Support from the non-profit and signed by the school system Superintendent or Designee must be included in the proposal.
- The non-profit may sign the Assurance form as Head of Grantee Agency.
- Invoices must be submitted to MSDE prior to the release of funding.
- Interim Reports (C125-C) forms will be due on November 1, 2018, March 1, 2019, and May 1, 2019.
- Final Report (C125-D) and evaluation report, due within 60 days of the end of the grant period.

All proposals must be received by June 25, 2018.

2. How should school districts/non-profits label equipment purchased with grant funds in the inventory?

Equipment purchased with grant funds is the property of the grantee. Please follow the school district/non-profit agency inventory control procedures for tracking and labeling.

3. Can the PDF version of the grant proposal be submitted in color?

Yes, the PDF version of the proposal can be a colored copy.

4. Does MSDE accept hand delivered grant proposals?

Yes, MSDE will accept hand delivered proposals on or before June 25, 2018, between 8:00 a.m. - 5:00 p.m. When entering the building ask the security officer to contact any of the following staff: Val Emrich, x70382; Bruce Lesh, x70519; Kim Bellinger, x70448. If a proposal is hand delivered by a courier, please share documentation of the delivery with MSDE staff.

5. Does the grant include travel to robotics events and competitions as an allowable cost?

Yes, travel for student transport is an allowable cost.

6. Are extra points awarded to schools currently without an existing program?

No, 1 extra point is only awarded to schools and non-profit partnerships.

7. Can grant proposals include student follow-up data (i.e. statistics for students that enter Robotics and/or STEM career fields)?

Yes, you can use student data and/or qualitative comments from students to enhance the proposal.

8. Can MSDE change the RFP requirements to accommodate specific schools?

The Robotics Program grant is open to all schools and/or non-profits that meet the requirements detailed in the RFP. It is a competitive grant process; and therefore, must be uniform for all applicants. MSDE does require the superintendent/head of grantee agency signature for all proposals.

9. If a non-profit has more than one program at various locations, should each program submit a proposal?

A proposal should be submitted for each program that requires funds to support their specific activities.

10. Does MSDE want the programs' sustainability plans included in the proposal?

The program's sustainability plans should be included in the "Future Plans" section of the RFP. You should describe plans for continuing the project beyond the funding cycle. Answer the questions: How will it be sustained after funding ends? Are there plans for maintaining the project's partnerships? How will the program exist if I don't receive the grant?

The Robotics grant RFP, evaluation rubric, and a sample proposal can be found at: [Robotics Program RFP](#).