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.
- C125 quarterly report forms will be due on November 1, 2017, March 1, 2017, and May 1, 2017.

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.
- C125 quarterly report forms will be due on November 1, 2017, March 1, 2017, and May 1, 2017.

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 must sign the Assurance form as Head of Grantee Agency.
- Invoices must be submitted to MSDE prior to the release of funding.
- C125 quarterly report forms will be due on November 1, 2017, March 1, 2017, and May 1, 2017.

All proposals must be received by August 9, 2017.

2. Do proposals need to meet the $10,000 limit or can it be less/more than the average grant amount?

   Schools and non-profits should request the grant amount that meets the need, goals and objectives stated in the grant proposal. There is no minimum amount, and grant requests can exceed $10,000. Funding will be determined based on reviewers scoring and quality and number of proposals submitted.

3. Does the substitute teacher allowable cost include school district paid faculty, coaches, etc.? Does it include staff for non-profits?

   Non-profits may pay stipends to employees for time after working hours or on the weekend. They will also have to develop a process for how they will be paying stipends or substitute for school system employees. Their letter of support or MOU (signed by school system superintendent or his/her designee) should clearly explain this and the document should be included in our packet.

4. Does the grant include travel as an allowable cost?

   Yes, travel for student transport is an allowable cost.

5. Can the proposal's pages be printed back to back?

   Yes; however, you should remain within the proposal's submission requirements. Example: 1 back to back page is equal to 2 pages.

6. Please clarify the 20-page limit?

   There is no minimum page requirement, however, a proposal must not exceed 20 pages in length (not to include the: proposal cover sheet, table of contents, budget narrative, itemized budget form, signed assurances and appendices).

7. Is there a standard format for staff resumes'?

   No, there is no standard format for the resume submissions.

8. Is the Project Narrative 10-page limit excluded from the 20-page limit?

   No, the Project Narrative 10-page limit is included in the proposal's 20-page limit. The proposal cover sheet, table of contents, budget narrative, itemized budget form, signed assurances and appendices are the only sections excluded from the 20-page limit.

9. Can the proposal include what the district and non-profit will submit in the quarterly report?

At minimum, Quarterly Reports should include: Agendas from planning meetings, number of students in attendance at club meetings, list of competitions preparing for or attended, money allocated, names of non-profit or school staff involved, and a summary of the progress made towards the goals of the grant.

10. Are we required to include matching funds in the proposal?

No, matching funds are not required for this grant.

11. What is the grant period?

The grant period is September 1, 2017 – June 30, 2018.

12. Are there an anticipated number of students that must be served?

The number of students served should be based on your program plans and the budget.

13. Are non-profits partnering with school districts considered the sponsor?

Yes, a non-profit submitting a grant proposal is considered the program sponsor for the grant.

If the non-public is serving as the project lead and the fiscal agent, a representative from the non-profit organization should sign the Assurances and other official documents.

14. Is there a student age limit?

There is no age limit for the grant, but students should be in grades K-12.

15. Any indication of USDE efforts to expand the grant amount each year?

This is a State of Maryland grant, not a US Department of Education grant. This grant requires funding from the Maryland General Assembly to be renewed each year and approved by the Governor.

16. Will MSDE publicize the number of applications that are submitted?

A status report will be provided to the General Assembly.

17. Does this grant include all robotics programs?

Yes, any recognized robotics program can apply for the grant.

18. If you request $5,000 is there a chance you will be awarded at least half?

Funding will be determined based on reviewers scoring, availability of funds, quality and number of proposals submitted.

19. Please clarify the letters of commitment requirement.

Letters of commitment are required from all partners collaborating with the grantee. Letters of commitment delineate services, facilities, and/or funding that will be provided in support of the goals and objectives. Refer to the grant proposal for recommendations of a good letter.

20. Who is the Head of Grantee Agency on the grant?

If the grantee is a school, the school district's Superintendent must sign the Assurances form and all official documents. If the grantee is a non-profit organization all forms must be signed by the Executive Director (or designee).

21. Is there a limit on how many proposals can be submitted from a district?

There is no limit on the number of schools/programs that can submit a proposal from any one district, but the Superintendent of that district must sign off on each school's grant proposal.

22. Who are the qualified key personnel for non-profits?

A non-profit's qualified key personnel is the person sponsoring the grant and any staff that has a key role in the program.

23. Should funding be spent during the grant period?

Yes, the awarded funds should be expended between September 1, 2017 and June 30, 2018.

24. Should plans beyond the grant period be included in the proposal?

Yes, include the program's sustainability plans beyond the grant period.

Link to the recorded WebEx Meeting:
https://msde.webex.com/msde/ldr.php?RCID=d12d40bd092fe1d8b00ad79fc46b9b8f