

## **2014-2015 OSDE/FIRST Partnership Grant Rules and Guidelines**

The State Board of Education has approved a competitive grant that was awarded to *FIRST* for \$70,000 in order to help support public school student participation in the For Inspiration and Recognition of Science and Technology Robotics Programs (*FIRST*). The Oklahoma State Department of Education will provide grants up to \$5,000 per school to facilitate both recent start-up and existing team opportunities.

**Eligible recipient:** Oklahoma public K-12 schools including charter schools

### **Grant funds may be used for:**

- *FIRST* Lego League (FLL)
- *FIRST* Tech Challenge (FTC)
- *FIRST* Robotics Competition (FRC) teams

### **Allowable uses of funds include:**

- *FIRST* competition registration fees
- Needed or necessary equipment related to *FIRST* competitions
- Other costs associated with direct participation in any of the *FIRST* Programs
- ALL Materials purchased with grant funds must stay with applying school district

### **Site Transfers:**

- If team coach transfers within the district and will be forming a new team at new site assignment, the equipment purchased using grant funds may be transferred with the coach.
- If transferring coach will not be starting a new team and the original awarded site does plan to continue the program, then all purchased equipment shall remain at the original awarded site.

**Funds available:** *NOTE: Grants will be awarded directly to the applying school district's central office and must be placed into the GENERAL FUND not the ACTIVITY FUND*

Applicants are eligible to apply for grants in the following amounts.

#### **Recent start-up Teams (1<sup>st</sup> and 2<sup>nd</sup> year teams)**

FLL – up to \$1,000

FTC – up to \$1,000

FRC – up to \$5,000

#### **Established Teams (3<sup>rd</sup> and 4<sup>th</sup> year teams)**

FLL – up to \$500

FTC – up to \$1,000

FRC – up to \$2,000

#### **Veteran Teams (5 years plus)**

FLL- up to \$500

FTC- up to \$500

FRC – up to \$2,000

Successful applications will address:

- Oklahoma Academic Standards in Math and Science connections
- Increased student engagement in STEM education through *FIRST* Competitions.
- Demonstrate commitment to the development of student teams of all learning levels, recruitment of volunteer mentors/industry specialists, exploring engineering design through robotics.
- Participate in the Oklahoma *FIRST* Regional Competitions. Information on competitions and registration can be found in the ***Timeline of FIRST Events*** in this document.

Application Process:

- Complete a grant application form
- Submit application(s), signed assurance, and photo consent form via email or U.S. Mail
  - NOTE: Incomplete Photo Consent forms will not make any application ineligible. Forms may be sent in after award is given and team has been established. ***Final Date to submit via email all Photo Consent Forms is September 30, 2014.***
- Grants will be evaluated by the OSDE and *FIRST* partnership committee members
- Grant award notification letter will be sent to the *FIRST* Coach identified in the application via email from OSDE:
  - FLL and FTC announcement: August 28, 2014
  - FRC announcement: September 25, 2014
- Award checks and official notification notices will be mailed to awarded school district and must be placed in the GENERAL FUND
  - FLL and FTC awards to be mailed in September 2014
  - FRC awards to be mailed in October 2014

Links to follow for assistance in all three FIRST programs:

- How to start a FLL team:
  - <http://www.firstlegoleague.org/challenge/startateam>
- How to start a FTC team:
  - <http://www.usfirst.org/roboticsprograms/ftc/start-a-team>
- How to start a FRC team:
  - <http://www.usfirst.org/roboticsprograms/frc/start-an-frc-team>

Oklahoma FLL website: <http://oksef.org>

Oklahoma FRC website: <http://oklahomafirst.org/>

Oklahoma FTC website: <http://ftc.swosuengineeringtech.org/>

Due Date:

Phase 1: FIRST LEGO LEAGUE (FLL) and FIRST TECH CHALLENGE (FTC)

- Completed FLL and FTC Teams ONLY applications are **DUE 5:00 pm Monday, August 25, 2014.**
- Any FLL and FTC applications received **AFTER August 25, 2014** will not be considered.
- ***Completed applications including original signed assurances and consent for release forms signed by each member of your FIRST team can be printed then scanned in and emailed or can be mailed to:***

Jeff Downs  
Executive Director of STEM  
Oklahoma State Department of Education  
2500 North Lincoln Boulevard, Suite 315  
Oklahoma City, OK 73105  
[Jeff.Downs@sde.ok.gov](mailto:Jeff.Downs@sde.ok.gov)

- **NOTE: Incomplete Photo Consent forms will not make any application ineligible. Forms may be sent in after award is given and team has been established. *Final Date to submit via email all Photo Consent Forms is September 30, 2014.***

Phase 2: FIRST ROBOTICS CHALLENGE (FRC)

- **Completed FRC applications are DUE 5:00 pm Monday, September 22, 2014.**
- Any FRC applications received **AFTER September 22, 2014** will not be considered.
- ***Completed applications including original signed assurances and consent for release forms signed by each member of your FIRST team can be printed then scanned in and emailed or can be mailed to:***

Jeff Downs  
Executive Director of STEM  
Oklahoma State Department of Education  
2500 North Lincoln Boulevard, Suite 315  
Oklahoma City, OK 73105  
[Jeff.Downs@sde.ok.gov](mailto:Jeff.Downs@sde.ok.gov)

- **NOTE: Incomplete Photo Consent forms will not make any application ineligible. Forms may be sent in after award is given and team has been established. *Final Date to submit via email all Photo Consent Forms is September 30, 2014.***

**Timeline of FIRST Events**

	<b>FIRST Lego League (FLL)</b>	<b>FIRST Tech Challenge (FTC)</b>	<b>FIRST Robotics Competition (FRC)</b>
<b>Team Size</b>	Up to 10 students	Up to 10 students	Recommended minimum of 12 students.
<b>Training Opportunities</b>	Oct 4, 2014 Tulsa & Shawnee,OK	Oct 4, 2014 Tulsa & Shawnee, OK	Oct 4, 2014 Shawnee,OK
<b>National Registration Deadline</b>	May 2014 to Sept 30, 2014	May 2014 to Sept 30, 2014	December 5, 2014
<b>Competition Kick off Events</b>	Online- August 28, 2014	Online-September 17, 2014 Statewide	January 3, 2015 OSU College of Engineering
<b>Finished Robot Bag</b>	Not Applicable	Not Applicable	February 18, 2015
<b>Oklahoma Regional Competitions</b>	Qualifiers Nov 15, 2014 Championship Dec 6, 2014	Qualifiers/Nov to Jan Championship Jan 31, 2015	March 26-28, 2015 at OKC- Cox Convention Center
<b>FIRST Championship (open to qualifiers)</b>	April 22 - 25, 2015- St. Louis, MO	April 22 - 25, 2015- St. Louis, MO	April 22 - 25, 2015- St. Louis, MO

**CONTACTS**

**For questions regarding the grant application, please contact:**

Jeff Downs  
 Executive Director of STEM  
 Director of Science Education  
 Oklahoma State Department of Education  
 2500 North Lincoln Boulevard, Suite 315  
 Oklahoma City, OK 73105  
 405-521-2107 [Jeff.Downs@sde.ok.gov](mailto:Jeff.Downs@sde.ok.gov)

Or  
 Joel Smith  
 STEM Department Coordinator

2500 N. Lincoln Blvd., Ste. 315  
Oklahoma City, Oklahoma 73105-4599  
(405) 521-3363; (405) 521-4855 – Fax  
[Joel.smith@sde.ok.gov](mailto:Joel.smith@sde.ok.gov)

**For questions regarding *FIRST* programs, please contact:**

FLL Partner - Craig Shreve  
[craig@oksef.org](mailto:craig@oksef.org)  
[www.oksef.org](http://www.oksef.org)

FTC Partner – Brad Fitzgerald  
[Brad.fitzgerld@swosu.edu](mailto:Brad.fitzgerld@swosu.edu)  
[www.swosuengineeringtech.org/ftc/](http://www.swosuengineeringtech.org/ftc/)

FRC Regional Director- Harold Holley  
[hholley5@suddenlink.net](mailto:hholley5@suddenlink.net)  
<http://oklahomafirst.org/>

**Assurance/Signature Page  
2014 – 2015  
(PLEASE PRINT CLEARLY IF HANDWRITTEN)**

**School District:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**School Phone:** \_\_\_\_\_

**Team Coach/instructor:** \_\_\_\_\_

**Team Coach Primary Email and Cell Phone** \_\_\_\_\_

**Superintendent:** \_\_\_\_\_

**School Principal** \_\_\_\_\_

**Fiscal Manager:** \_\_\_\_\_

**Assurances:**

1. Grantee shall use funds to support activities related to support of *FIRST* teams including participation in an Oklahoma regional competition.
2. Grantee agrees to carry out the project as described in the application and program description.
3. Grantee agrees to file a final report include all eligible reimbursement activities no later than **May 15, 2015**.

Superintendent Name (print) \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Signature \_\_\_\_\_

Team Coach Name (print) \_\_\_\_\_ Date: \_\_\_\_\_

Team Coach Signature \_\_\_\_\_



- *FIRST* programs are a tool to get students excited about STEM education concepts. In this section please cover the following areas:
  - Describe the expected benefits to student participants?
  - How will the expected benefits be measured and documented?

*(In 250 words or less, please explain in detail how the activities will be measured and documented. Be sure to be specific mentioning all known benefits and usage of specific evaluation tools.)*

### **3. Volunteer mentors:**

- Engaging mentors from industry to support your *FIRST* team is a key component of the impact your students will experience from the program.
  - Describe your plan for inviting and engaging industry/business partners that will be participating in the project (i.e. design, fabrication, mechanical, and electrical concepts, computer programming, control systems, marketing, fundraising, etc.)
  - List names and affiliations for existing and future partners.
  - Will you use parents on your team? If so, describe how parents will be used?

### **4. Facilities:**

- Identify and describe the facilities for use in designing and building the robot and indicate if the space is on the school grounds or in the community. (i.e. school machine shop, classroom, local industry shop, etc.)

### **5. Assessment:**

- Describe the assessment you will use to determine student progress and the overall success of the project. If possible, attach a sample of the assessment used with students to the application.

### **6. Student Teams:**

- Explain in detail how students will be selected for this project. Is this project being planned for a gifted class only or is it an inclusive approach? Please be very detailed in your response. *NOTE: Teams made up of all levels of learning will be given the highest consideration.*

### **7. Additional Financial Support:**

- Describe if monies apart from this grant will be utilized for this project. Be specific with your response.

## 8. Program Sustainment

- If you are a recent *FIRST* start up team, please explain how you will sustain this *FIRST* program in the coming years.
- If you are a veteran *FIRST* team, please explain how you have kept the *FIRST* program moving forward.  
(please keep your response to 250 words or less)

### 2014 – 2015 *FIRST* Robotics Team Budget Summary

- Participation in any of the competitions requires a wide variety of financial resources. Please consider the following when completing the budget narrative:

#### **FLL (*FIRST* Lego League)**

- Registration Fee: \$225
- Kit of Parts as needed: \$550
- Event Registration Fees per Event : \$55-\$75
- Additional Robot Materials \$200 + or –
- Tools and Supplies (field kit-\$75, table \$65, etc.): \$200 + or –
- Competition Travel Expenses : Varies

#### ○ **FTC (*FIRST* Tech Challenge):**

- Registration Fee: \$275
- Kit of Parts as needed: \$665-\$900
- Event Registration fees per event : \$100-\$200
- Additional Robot Materials: \$275
- Competition Travel Expenses: Varies

#### ○ **FRC (*FIRST* Robotics Competition):**

- Registration Fee: \$5000-\$6000
- Additional Robot Materials \$2000 + or -
- Tools and Supplies : \$1500 + or -
- Competition Travel Expenses : Varies



