

Colorado Discretionary Grant Program Education Guidelines

In accordance with C.R.S. 43-10-102, the Colorado Aeronautical Board (CAB) provides the Colorado aviation community an annual appropriation to support the promotion of aviation through aviation education grants. The CAB has set the annual limit for funding equal to the Tier I limit for individual airports. Aviation Education related grants will be submitted one time per year to allow equal consideration in competition for the limited funds. Grants awarded by the CAB are required to be matched by a percentage of grantee funds. The Colorado Discretionary Grant Program is a reimbursable system. As each grantee expends funds, they will be required to submit a request for reimbursement to the Division of Aeronautics (Division). When the draw down request is approved for payment, it will be reimbursed at the percentage rate awarded by the CAB.

The Division of Aeronautics Staff (Staff) will prioritize the grant requests based on the attached guide, and make recommendations for approval or disapproval to the CAB. Recommendations will include funding levels which may suggest reduced funding or a change in percentage of match by the state and grantee. These recommendations will be presented to the CAB during a specific Board meeting each year. The CAB will take action on education grants only once a year in late summer or early fall.

Making a Grant Submittal Competitive

Applicant should read the portion of the Discretionary Grant Program Management Manual (Manual) that pertains to Education Grants thoroughly before writing a grant request. If applicants have questions about the program and how a specific grant request aligns with the policy, they are encouraged to discuss program ideas with the Staff. All grant requests and administration must be done on the Division's Web Based Information Management System (WIMS).

The Colorado Discretionary Grant Program is primarily intended to maintain a safe and viable system of airports throughout the State of Colorado. Aviation education is a small portion of the program and not intended to become a

demand for funding to a level that reduces the State's ability to support the needs of system airports and the aviation community. This is addressed in Colorado Revised Statute 43-10-402. The guidelines in this document and the Manual will be used to prioritize all education grant requests and determine the funding levels.

Applicants should tailor grant request to follow the program guidelines. The closer a proposal follows these, the more likely it is to be successful. Below are some of the guidelines an applicant can use to evaluate a request prior to submittal.

Does this program adhere to the following priorities?

1. An educational goal for the Division is to introduce aviation during grades K-12 so it may factor into a student's career choice. Does your program have K-12 education programming as an objective?
2. Programs should have statewide geographical and broad demographic reach? The CAB will allocate less weight to programs that are only available to a small geographic area. Do you include diversity?
3. Do you have funding sources in addition to CAB funding? Is CAB funding being used in concert with other funding sources or are there others that contribute? Will you have a program without CAB support?
4. Are you an Internal Revenue Service designated not-for-profit organization, accredited University, College, Sr. High, Middle, or primary school?
5. Is your request complete? Does it include a complete syllabus, schedule, etc.? Does it quantify and identify how it promotes the Colorado Aeronautics Program?
6. Does it include a method to measure and validate anticipated success? What within your program is measurable? What are the proposed outcomes? Does evaluation take place during the program, after its completion, or both? Who will measure and what are their qualifications? How and when will the evaluation be reported to the Division and the CAB?

7. Is your program cost effective? Does your request include cost sharing, and follow-on endeavors? The CAB recognizes that aviation and academic professionals can be an integral part of an education program. Staff and administrative funding needs should represent a program balance. An excess of reimbursed staff time could result in your program being less competitive. Contribute as much cost sharing as possible. Grants require local match, which can include “in kind” contributions. Your request may compete better with a higher local match by your organization.
8. Does your request demonstrate the capability of becoming sustainable? The CAB is cautious about programs that require continuous funding without a plan for self-sustainability. Programs that continue without end do not leave room for future ideas from educators.
9. Multiyear programs will require a multiyear plan that addresses each year to include a budget plan. Be sure your budget submission is clear, complete and totals correctly. Have you demonstrated how your program will continue after State support has ended? How will you continue to engage participants?

Funding is limited and the number of eligible grant requests may exceed available funding. During the Staff review of submittals applicants will be notified if their request will be recommended for approval or not. Applicants who submit their requests earlier will have more time available to work with staff to improve grant requests prior to Board action.

It is important to note that the CAB will always have complete discretion and can elect to approve or disapprove any and all requests regardless of staff recommendations. The CAB is not obligated to award any grant money if the submittals do not meet their expectations.



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