

## 6. Aviation Education Grant Program

### 6.1 Introduction/Purpose and Intent

Annually, as part of its statewide aviation education mission, the CAB may make available a portion of the Division’s CDAG funding for the support and promotion of aviation and aerospace education through its Education Grant Program (“Program”). The purpose and intent of this Program is to support education programs, projects and initiatives in Colorado that have direct application to the state’s aviation and aerospace industry and to promote careers in aviation and aerospace among Colorado students. This Program is geared specifically towards STEAM education efforts related to aviation and aerospace, aimed at supporting Science, Technology, Engineering, Aviation/Aerospace and Math education opportunities and is distinct and separate from the Division’s Aviation Internship Grant Program (section 5.2), which is funded and administered separately.

### 6.2 Annual Funding Levels

Subject to annual Division revenue forecasts and other statewide projects and priorities, the CAB may allocate up to 10% of each year’s available CDAG funding to the Education Grant Program, not to exceed \$500,000 annually, unless modified by the CAB. Program funding levels for the subsequent fiscal year will typically be officially set annually by the CAB in January.

### 6.3 Eligibility

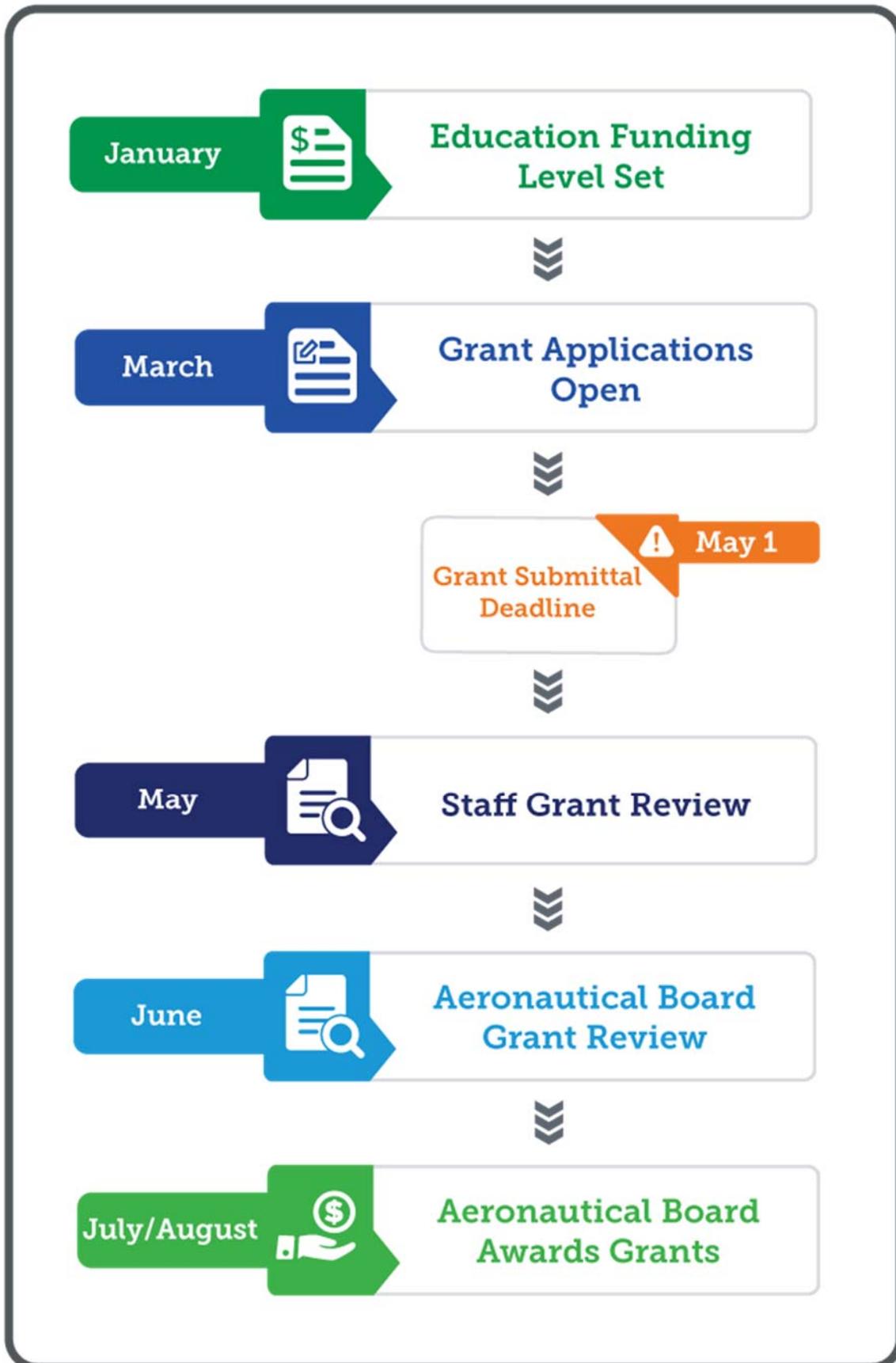
To be eligible to apply for a grant under this program, the applicant must be an established and accredited public school, college, university with an existing or proposed aviation or aerospace education program that meets the purpose and intent outlined in Section 6.1. Private entities are also eligible but must have been in operation for at least five years and carry a demonstrated track record of success in administering and providing education programs that meet the purpose and intent in Section 6.1.

## 6.4 Application Process

All Education Grant Program applications will be submitted through the Division's Web-Based Information Management System (WIMS), described in Section 3, and must clearly articulate how the proposal will meet the criteria outlined below in Section 6.5. Applications will be accepted once each year and are due by March 1st. Division staff will review each education grant application for program eligibility, and ensure that applications contain all required information. Next, staff members will compile the total amount money requested from all applications and compare this number to what is actually available in order to provide recommendation to the CAB as to which projects to fund and at what levels. The CAB will then review the staff's recommendation at the April regular board meeting, at which point applicants will have the opportunity to field questions from board members and advocate for their proposals. The CAB will then consider all information presented by the staff and stakeholders and then formally approve the grant applications at a subsequent CAB meeting, typically in June. The flow chart on the following page outlines the application process.



# Aviation Education Grant Process



## 6.5 Application Information/Criteria

Under this program, the Division will consider only those applications that directly relate to the advancement of Colorado's aviation and aerospace industries with the express purpose of promoting education, career opportunities and professional development within these specific sectors. As noted above, applications must be submitted through WIMS and include supplemental information, not exceeding 10 single sided or five double sided pages, that addresses each of the following criteria that Division staff and the CAB will use in evaluating potential awards:

- a. Entity description, history, accreditations and experience as outlined in Section 6.3
- b. Program description
- c. Program goals and objectives (must be directly related to aviation and aerospace)
- d. Curriculum/subject areas covered
- e. Desired learning outcomes (must be directly related to aviation and aerospace)
- f. Grade levels served
- g. Metrics to be used to quantify and articulate success
- h. Student benefits
- i. Projected number of students involved/reached
- j. Justification for Program funding need
- k. Total annual budget of applicant
- l. Total budget allocated by applicant to proposed program
- m. Proposed program administrative/management costs overhead percentage
- n. Other funding contributors and amounts contributed
- o. Percentage of Program funding that the Division is being asked to fund
- p. Any supplemental information that will assist the CAB in further understanding the applicant's mission and application

## 6.6 Additional Application Guidance

In addition to the above criteria, grant candidates are strongly encouraged to consider the following additional guidance when preparing their application:

- a. Does the proposed program have a broad geographic and diverse demographic reach? Are underserved groups addressed in any way?
- b. To what extent are other sources of funding being utilized or proposed? Would the proposed program still happen absent Division funding support?
- c. The CAB understands that reasonable program administration and management costs are necessary for any education program, however it desires that Division grant funding is focused overwhelmingly on the proposed program. Does the applicant's proposed program include reasonable administrative and management costs that are solely attributable to the program?
- d. Are the metrics to quantify program success clearly articulated, and consistent with measures used by similar programs, industry standards or other requirements?
- e. Is the program evaluated and adjusted in a continuous process?
- f. What demonstrated experience does the applicant have in managing other programs and grants similar to that for which funding is requested?
- g. The CAB's intent with this program is to not regularly fund programs in perpetuity. How does the applicant propose to make their program sustainable in the long term?

## 6.7 Education Grant Management/Administration

Grants awarded under the program will be administered in accordance with the following:

- a. Education grants awarded under this Program are established with a defined percentage split between Division and applicant funding, up to a maximum grant amount as approved by the CAB. Under no circumstances will grants exceed 90% Division funding.
- b. All Program grants are issued on a reimbursable basis, that is grant funding is not provided to applicant in a lump sum, but on an ongoing basis, with grant draw downs being processed as the applicant's program progresses.
- c. Each grant draw down request must, for the period covered, include appropriately detailed supporting information, including but not limited to invoices, timesheets, budget reports, progress reports, descriptions of program successes and challenges and reports on other metrics as applicant included in their application.
- d. Required supporting documentation will vary by program and grant and may be revised during the term of the grant.