# ALABAMA COMMUNITY COLLEGE SYSTEM

## *Workforce Development Division Application*

## *for*

## *(Science, Technology, Engineering, Arts and Math - STEAM)*

The Workforce Development Division Application for Science, Technology, Engineering, Arts and Math – STEAM, **effective March 1, 2018**, shall remain in effect until amended, revoked, or rescinded. Applicants should check the Alabama Community College System Workforce Development Division website (https://www.accs.cc/index.cfm/workforce-development/grant-resources/) to ensure currency of document in use.

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Mr. Jimmy H. Baker, Chancellor
Alabama Community College System

**This Application for Workforce Development Division Funds is for Science, Technology, Engineering, Arts and Math (STEAM) projects.**

**I.      Project and Contact Information**

Date: _____

Requesting College: _____

Mailing Address:        _____

Total Funds Requested:  $_____

Name and Title of Project Contact: _____

Email: _____  Telephone:  _____

**What Kinds of Projects Will Be Considered**

- Creative project dealing with science, technology, engineering, arts or mathematics that incorporate and focus on career technology programs.

**II.      Proposed Activities:**

**III.      Authorization**

As the person authorized to act on behalf of the service provider/fiscal agent, I certify that the information submitted in this application is accurate. I certify that the bid law will be followed with all equipment purchases and facility or building additions. I certify that the service provider will carry out the proposed activities as stated and will follow accountability and reporting requirements.

_____          _____
Printed or Typed Name                               Title
Authorized Official

_____          _____
Signature                                               Date
Authorized Official

## IV. Project Budget

Provide a detailed project budget in the categories listed. Include requested grant funds by line item. Leave blank if no funds are budgeted for a particular line item. See Form IIIA for a description of each line item.

| Budget Item | Cost (Requested) |
|---|---|
| Salaries | |
| Benefits | |
| Individual Training (scholarships/tuition/fees) | |
| Staff Development/Training | |
| In-State Travel | |
| Computers/Technology | |
| Public Relations/Outreach | |
| Materials/Supplies | |
| Renovation/Construction Costs | |
| Equipment | |
| Books | |
| Other | |
| **TOTAL** | $ |

**Notes**: *Unused budget lines and/or line item titles may be changed to reflect items unique to projects. Additional budget line items may be added as needed.

# PROJECT BUDGET BACKUP

Each budget line item on Form IV must be supported by a detailed description. This form explains what budget details are required for each line item. Complete the budget backup, providing as much detail as possible. All staff costs listed should include title/function, salary/wage, and percentage of time charged to the project. Other costs should be detailed by type of activity, unit cost, and total units.

I.      Program Staff Salaries (position title/function of staff assigned to project-specific program services activities, salary/wage, percentage of time charged to project).

II.      Program Staff Benefits (type and cost of fringe benefits for each position included in project budget).

III.      Cost of Individual Training (scholarships, tuition, training fees, and other costs related to training of individuals; <u>indicate the projected cost of the course(s), regardless if requesting funding</u>).

IV.      Staff Development/Training (detail of consultants; tuition/fees, other costs related to providing and/or attending; staff members attending training for new equipment, etc.).

V.      In-State Travel (costs and justification of mileage, lodging, meals, and other travel-related expenses).

VI.      Computers/Technology (itemized listing of computer hardware and software and how it is used in relation to the proposed activities).

VII.      Public Relations/Outreach (details of media advertising and other public outreach costs, e.g., newspapers, radio/TV, direct mail, etc.).

VIII.      Materials/Supplies (office supplies, training supplies and materials, other supplies required to carry out the project, detailed by type and costs, and the intent for retention/accountability of durable items).

IX.      Renovation/Construction Costs (itemized estimate of building expenses, if applicable; provide quote).

X.      Equipment (if applicable, <u>attach a vendor price and specifications sheet for proposed equipment</u> purchases for use during negotiation phase and indicate the intent for reusing durable items in subsequent classes; provide quote).

XI.      Books (attach itemized list, if applicable).

XII.      Other (other items and related costs not included in the above line items that are required to implement the project included as a grant-funded item in the budget page).