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**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Engineering, Arts and Math – STEAM, **effective May 1, 2020**, shall remain in effect until amended, revoked, or rescinded. This document supersedes the Workforce Development Division Application for (Science, Technology, Engineering, Arts and Math – STEAM) dated March 1, 2018. Applicants should check the Alabama Community College System website (<https://www.accs.edu/resources/resource-library/#grant>) 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.**

1. **Project and Contact Information**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.
1. **Proposed Activities:**
2. **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.

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Printed or Typed Name Title

Authorized Official

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Authorized Official

1. **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 Page 4 for a description of each line item.

|  |  |  |
| --- | --- | --- |
| **Budget Item** | **Cost****(Requested)** | **Leveraged/Donated (Non-requested)** |
| Salaries/Benefits |  |  |
| Travel |  |  |
| Computer Software non-capitalized |  |  |
| Equipment |  |  |
| Materials & Supplies |  |  |
| Technology - non-capitalized |  |  |
| Contractual Services |  |  |
| Professional Development/Training |  |  |
| Advertising & Promotions |  |  |
| Indirect Cost Expense |  |  |
| Maintenance & Repairs |  |  |
| Printing and Binding |  |  |
| Scholarships (tuition, fees & Books) |  |  |
| Student Grant Award (Assessments, Certifications, Credentials, Registrations, Stipends, Workkeys, MSSC) |  |  |
| Lease Purchase – (Facilities Rental) |  |  |
| Long Term Equipment Lease  |  |  |
| Other (Describe) |  |  |
| \*Projected Revenue | XXXXXXXXXXXXXX |  |
| **TOTAL** | $ | $ |

**Notes**: \*List all sources of projected revenues (tuition, fees, other grants, etc.) – do not include funds requested in this application

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.

1. Program Staff Salaries/Benefits (position title/function of staff assigned to project-specific program services activities, salary/wage, percentage of time charged to project, type and cost of fringe benefits for each position included in project budget).
2. Travel (costs and justification of mileage, lodging, meals, and other travel-related expenses)
3. Computer Software non-capitalized (itemized listing of computer software and how it is used in relation to the proposed activities is required)
4. Equipment (if applicable, **attach a vendor price and specifications sheet for proposed equipment purchases**; shipping costs, warranties, operator and programming training should be included here)
5. Materials & Supplies (office supplies, training supplies and materials, other supplies required to carry out the project, detailed by type and costs)
6. Technology non-capitalized (itemized listing of technology and how it is used in relation to the proposed activities, i.e. laptops, printers, projectors, iPads)
7. Contractual Services
8. Professional Development/Training (detail of consultants; tuition/fees, other costs related to providing and/or attending; staff members attending training for new equipment, etc.)
9. Advertising & Promotions (details of media advertising and other public outreach costs, e.g., newspapers, radio/TV, direct mail, etc.)
10. Indirect Cost Expense (administrative no more than 10% of total grant award, if applicable)
11. Maintenance & Repairs
12. Printing and Binding
13. Scholarships (cost of individual training such as tuition, fees, and books for dual enrollment students. Attach itemized list of books, if applicable, and indicate the projected cost of the course(s)
14. Student Grant Awards – Fees paid for professional accreditation and certifications such as MSSC (registration and assessments), as well as stipends, RTW Workkeys assessments and other costs related to training of individuals.
15. Lease Purchase – (facilities rental - copy of rental or lease agreement required)
16. Long Term Equipment Lease (copiers, data processing equipment, etc.)
17. Other – (items and related costs not included in the above line items that are required to implement the project)
18. Projected Revenue (list all sources of projected or potential revenues, e.g., tuition, fees, other grants – does not include funds requested in this application)