



CLASSROOM LABORATORY DEVELOPMENT GRANT APPLICATION

APPLICATION DEADLINE: SEPTEMBER 27, 2024

The Oklahoma Department of Aerospace and Aeronautics (ODAA) is pleased to announce a grant opportunity for entities wishing to develop or refurbish a laboratory for the purpose of implementing aerospace/aviation education.

Secondary schools and universities offering aerospace/aviation coursework may request \$10,000 - \$100,000 to be used to upgrade a classroom or to begin the development of an aerospace and aviation laboratory. Any entity wishing to apply for the grant should be aware that it must demonstrate a match of at least 20% of the total grant request. Matching funds must be expended at the onset of the grant or during grant implementation. Entities may use grant funds to upgrade an existing classroom or to assist in the development of a new aerospace/aviation laboratory.

Matching funds may not:

- reflect purchases made before the onset of grant implementation
- reflect operational cost such as salaries or utilities

Suggested budget requests include, but are not limited to:

- paint, flooring, electrical drops
- laboratory tables, chairs, appropriate furniture
- larger equipment such as flight simulators, wind tunnels, tool sets

Budget requests should not reflect:

- consumable materials or supplies
- equipment such as drones
- field trips, travel, professional development

The grant recipient must be committed to the continued implementation of strong aerospace/aviation curriculum for at least 5 years after grant award. Should an entity decide to discontinue its aerospace/aviation programming, the entity will be required to repay expended grant funds to the Oklahoma Department of Aerospace and Aeronautics on a pro-rated basis.

A recipient that expends grant funds for the purchase of flight simulators will be required to sign an agreement that reflects the requirement for the entity to return the simulators to the Oklahoma Department of Aerospace and Aeronautics should the entity discontinue its aerospace/aviation programming.

It is the hope of the Oklahoma Department of Aerospace and Aeronautics that any School, CareerTech, or University will take advantage of this special opportunity to develop or refurbish aviation/aerospace laboratories that will continue to enhance quality aerospace educational offerings in Oklahoma for years to come.

Download the application and save it as a PDF before filling it out. **Email completed applications to education@aerospace.ok.gov. Incomplete applications may not be accepted.**



**CLASSROOM LABORATORY DEVELOPMENT
GRANT APPLICATION**

Application Deadline: September 27, 2024

The program may be utilized to upgrade or develop lab space for the implementation of aviation and/or aerospace curriculum. The applicant is responsible for, at minimum, 20% of the project costs through funding, in-kind work or donations. ODAA's minimum award will be \$10,000; maximum award will be \$100,000. Applicants are expected to incur all costs and will be reimbursed upon the expenditure of funds and completion of the project.

APPLICANT (ENTITY)
NAME: _____

APPLICANT (ENTITY)
ADDRESS: _____

CONTACT PERSON: _____
WORK & CELL
PHONE: _____

EMAIL: _____

CURRICULUM
TAUGHT, PROGRAM
GOALS &
OBJECTIVES:

HOW WILL THE
PROPOSED
UPGRADES HELP
IMPLEMENT THE
CURRICULUM BEING
TAUGHT:

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WHAT IS THE
CURRENT STATE OF
THE CLASSROOM/
WHAT WILL THE
FUNDS IMPROVE
(ATTACH PICTURES
AS AN APPENDIX IF
DESIRED):

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed answer to the question above it, including any necessary attachments.

BUDGET: Enter the estimated budget for all items required to upgrade or develop the lab space. While item substitutions may be considered on a case-by-case basis, additional items may not be added once the grant has been awarded without special approval.

EXAMPLE

ITEM	UNITS	COST PER UNIT	TOTAL	IN-KIND OR MONETARY DONATIONS	FUNDED BY APPLICANT	AMOUNT REQUESTED FROM ODAA
Lab tables	10	\$1,000	\$10,000	\$	\$	\$10,000
Lab stools	40	\$150	\$6,000	\$	\$	\$6,000
Simulator	4	\$5,300	\$21,120	\$	\$10,600	\$10,600
Storage Shelves	2	\$800	\$1,600	\$	\$1,600	\$
Monetary Donation	1	\$1,000	\$1,000	\$1,000	\$	\$
Wind Tunnel	1	\$30,000	\$30,000		\$15,000	\$15,000
TOTAL			\$69,720	\$1,000	\$27,200	\$41,600

INELIGIBLE ITEMS INCLUDE: Overhead expenses, consumables, salaries, and drones

PROJECT BUDGET:

ITEM	UNITS	COST PER UNIT	TOTAL	IN-KIND OR MONETARY DONATIONS	FUNDED BY APPLICANT	AMOUNT REQUESTED FROM ODAA
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
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		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
TOTAL			\$	\$	\$	\$

TOTAL PROJECT COST: _____
Applicant is responsible for, at minimum, 20% of the project costs through funding, in-kind or donations

AMOUNT REQUESTED: _____
ODAA's minimum award is \$10,000; maximum award is \$100,000

TERMS:

- All funds paid by the Oklahoma Department of Aerospace and Aeronautics (ODAA) will be done so following the expenditure of such funds by the school. The school agrees to upfront all funds and will be reimbursed up to the amount designated following the expenditure of the funds, receipt of the items and the submission of a complete and accurate invoice.
- Applicant will provide an invoice addressed to the ODAA for the amount requested and corresponding receipts documenting the expenditure of all requested funds.
- The invoice and corresponding receipts must be submitted to ODAA via email to Michelle Bouziden at michelle.bouziden@aerospace.ok.gov.
- The Applicant agrees to a commitment to teach the aviation/aerospace program for 5 years or pay back ODAA up to the awarded amount on a pro-rated basis.
- In the event the Applicant discontinues the program they must notify ODAA and will be required to return any moveable equipment to ODAA within thirty (30) days of the final aviation/aerospace class being completed.
- The program receiving grant funds must be completed within one (1) calendar year from the date the funds are formally allocated for the approved application.
- Records of expenditures shall be maintained for not less than three (3) years. Reasonable access to these records will be provided at the grantor's regular place of business. Records will be available for audit by the Oklahoma State Auditor and Inspector.

I, THE UNDERSIGNED, HAVE THE POWER AND AUTHORITY TO OBLIGATE THE APPLICANT AND HEREBY ACCEPT ALL TERMS THAT ACCOMPANY THIS AGREEMENT.

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

EMAIL: _____

PHONE: _____

DATE: _____