

**TITLE 25. OKLAHOMA DEPARTMENT OF AEROSPACE AND AERONAUTICS  
CHAPTER 25. AEROSPACE AND AVIATION EDUCATION GRANT PROGRAM**

**25:25-1-1. Purpose**

The purpose of this chapter is to set forth the requirements and criteria for aviation education programs to receive funding from the Oklahoma Department of Aerospace and Aeronautics-Commission, and to establish the procedures to be followed by the ~~Commission~~ Department in the administration and enforcement of its duties under Title 3, Oklahoma Statutes, Section 85.

**25:25-1-2. Requirements for receiving funding for an Aerospace and Aviation Education Grant Program**

(a) The Oklahoma Department of Aerospace and Aeronautics-Commission shall identify and award grants to public schools, colleges, and universities, and execute contracts with private entities to promote aviation, aerospace, and STEM (science, technology, engineering and mathematics) education programs that have direct application to aviation and promote careers in aviation and aerospace among Oklahoma students. All grant proposals must demonstrate a direct application to aviation.

(b) Each school, college, university, teacher or private entity must complete the Aerospace and Aviation Education Grant application located on the website of the Commission Department.

(c) A private entity or organization must also complete the Aerospace and Aviation Education Grant application and if their application is selected, enter into a contract with the Oklahoma Department of Aerospace and Aeronautics-Commission for the project. Additional contractual forms will also need to be completed.

(d) Applications must be submitted or postmarked no later than May 31st in order to be considered for the following fiscal year which starts July 1st. If May 31st occurs on a weekend or holiday, applications may be submitted on the next business day following the weekend or holiday.

(e) Applicants who receive approval must provide a Financial Report, corresponding receipts, final invoice and a Completion Report to the Oklahoma Department of Aerospace and Aeronautics-Commission which documents the usage of funds and gives a detailed description of the program's implementation. This documentation is due within sixty (60) days of the completion of the program.

(f) If the Financial Report, corresponding receipts, final invoice and the Completion Report are not turned in within the sixty (60) day period, the applicant forfeits the remaining twenty percent (20%) or any outstanding balances.

(g) If an applicant forfeits money, the applicant is prohibited from applying for a grant the following year.

(h) Applicants may request a thirty (30) day extension if they are unable to submit the Financial Report, corresponding receipts, final invoice and the Completion Report within the sixty (60) day period.

(i) The thirty (30) day extension request must be received within sixty (60) days of the completion of the program.

(j) The maximum cost share of any grant or contract awarded by the ~~Commission~~ Department shall not exceed 50% of the total program cost unless the funding request by the applicant is less than \$3,000 in which case the maximum cost share shall be 90%.

(k) For start-up or new programs, ~~Commission~~ Department funding cannot be provided until all other funding sources necessary to complete the program have been identified.

### **25:25-1-3. Criteria selection for applicants**

(a) An applicant's program must have a direct application to aviation with the purpose of increasing aerospace and aviation awareness by promoting science, technology, engineering, and mathematics (STEM) education, or encourage Oklahoma students to pursue a career in the aviation/aerospace industry.

(b) Applications will be rated based on, but not limited to, information provided in the application packet, information obtained from an organization's readily available public information, website, or social media, and past history of administering any aviation education grants the organization may have received from the ~~Commission~~ Department. The following criteria will be utilized to rate an applicant:

- (1) Program description to include the ability of the program to energize students into joining the aviation/aerospace workforce.
- (2) Number of students involved
- (3) Program goals and objectives, (items to be funded by the ~~Commission~~ Department must be directly linked to aviation).
- (4) Program relevance to current aviation/aerospace industry issues and workforce demands.
- (5) Curriculum/subject areas covered
- (6) Desired learning outcomes, (items to be funded by the ~~Commission~~ Department must be directly linked to aviation)
- (7) Ability of the program to determine measurements of success for students who complete the program. Ability of the program to track students' successes, career path, level of education, or similar measure after completing the program.
- (8) Justification of need for the funding
- (9) Ability of the program to achieve geographic/demographic diversity among the students who participate in the program.

(c) Applications will also be rated according to the following financial information provided by the applicant:

- (1) Total budget of the organization
- (2) Total budget of the program
- (3) Other contributors and the amount contributed
- (4) Percentage of the program that the Oklahoma Department of Aerospace and Aeronautics ~~commission~~ is being asked to fund
- (5) Cost of the program per student or for fixed, one-time expenditures, projected benefit and estimated longevity of the program.

### **25:25-1-4. Procedures for awarding funding to an Aerospace and Aviation Education Grant Program**

(a) Staff will take up to sixty (60) days after the May 31st deadline date to review the applications based upon the above mentioned criteria. Applications will then be submitted to the Commission for approval at the next regularly scheduled Commission meeting. The start date of the program cannot be prior to the date the application is taken before the Commission for approval. Any costs incurred prior to this date are not eligible for reimbursement.

(b) The Oklahoma Department of Aerospace and Aeronautics Commission will make a partial payment of eighty percent (80%) upon completion of the program. The remaining twenty percent (20%) will be paid upon receipt of the Financial Report, corresponding receipts, final invoice and the Completion Report.