



# ARRL EDUCATION & TECHNOLOGY PROGRAM GRANT APPLICATION

---

## **Introduction**

Amateur Radio is a significant resource for schoolteachers in the education of America's youth for life and work in a global, technological society. Applications of wireless technology in the classroom help children to become employable, informed, conscientious citizens. ARRL, the national association for Amateur Radio, has developed an education program to introduce schoolteachers to this resource and enable them to make the most effective use of it in their classrooms.

The Education & Technology Program (ETP) offers three types of resources to teachers and schools.

1. Resources for instruction, including kits and projects,
2. A professional development opportunity, the Teachers Institute on Wireless Technology (open to licensed and unlicensed teachers),
3. Grants for radio stations and related equipment.

Qualifying schools must be located in the US and be a public school or a 501(c)(3) non-profit school organization.

## **Types of Grants**

The ARRL Education & Technology Program offers two types of grants to eligible schools.

### **ETP SCHOOL STATION GRANT**

To qualify for a School Station equipment grant, a school must be willing to:

- Use Amateur Radio as an enrichment program, as part of a unit of curriculum, or as a club activity at the school.
- Identify the school personnel who will oversee the operation of the equipment and instruction of students on using the equipment. This person(s) must be a licensed Amateur Radio operator, and willing to participate in training in ARRL's Teachers Institute.
- Actively seek funding for ongoing support of the program from a variety of sources after the initial phase is implemented.
- Get the support of local licensed ham volunteers to provide the school with technical assistance and provide support for other resources.





## ARRL EDUCATION & TECHNOLOGY PROGRAM GRANT APPLICATION

---

- Use hands-on projects as part of the curriculum.
- Provide feedback to the ARRL about the use of resources provided under the grant and impact in the school.

Equipment requested for a School Station Grant must match the intended use described in the project plan. The final determination of equipment awarded under an ETP School Station Grant will be made by ARRL to best match the stated goals of the school's planned use of the equipment. This is not a monetary grant: ARRL will acquire the equipment through a bid process and provide it to the school. Most equipment grants do not exceed a retail value of \$1500.

### ETP PROGRESS GRANT

School teachers who enrich their classrooms through imaginative means such as Amateur Radio often must do so at their personal expense. The purpose of the ARRL's Education & Technology Progress Grant is to offer modest financial support to those schoolteachers who are currently using Amateur Radio in their classrooms as an instructional tool and who need financial assistance for specific purposes. The grant is meant to supplement (not supplant) existing resources for such things as Amateur Radio license manuals and instructor guides, station upkeep and maintenance (e.g., replacing a worn cable, equipment repair), upgrades (e.g., replacing a satellite-tracking computer program with an updated version), and to provide resources for wireless technology instruction. Progress Grants have a limit of \$500 per school year.

### Additional Information

Teachers/schools are also expected to seek funding support to sustain their Amateur Radio program from other sources within the local community, from local Amateur Radio clubs, from local businesses interested in supporting wireless technology education and from parent and school organizations that support educational opportunities through fundraising. Evidence of efforts to obtain funding for activities from other sources will be a consideration for awarding future grants, as will your compliance with reporting expectations.

The application on the following pages should be used as a template for the school's grant application. Clarifying guidance is given in each section of the application to help the applicant provide relevant information for consideration. Applicants should remove the clarifying information and replace it with the specific information for the applying school. Applications that provide a clear plan for use of the equipment and state clear learning objectives are most likely to receive approval.





## ARRL EDUCATION & TECHNOLOGY PROGRAM GRANT APPLICATION

---

### **Post Grant Expectations Rubric (for 5 years)**

Performance on the post grant rubric will be a determining factor in subsequent grant support, including Teachers Institute participation.

- Timely acknowledgement of receipt and confirmation of inventory (within 1 month)
- Documentation of equipment installation (within 6 months of receipt)
- Annual report documenting the on-air activity, student licensure, and utilization of program equipment/resources (anniversary of grant award)
- Participation in solicited surveys and reports
- Shared documentation of disseminated information/reports
  - Documentation of presentations outside of school
  - Published articles about the program
  - Lesson plans/activities employing amateur radio, wireless technology and electronics or using any resources provided by the ETP

Review the scoring rubric we will use to evaluate your application, and the reporting expectations for those awarded grants. The rubric is posted on the ARRL website at: <http://www.arrl.org/etp-grants>

### **Submitting the Application**

Schools should submit the application to the address provided at the end of the application. Applications will only be accepted between October 1<sup>st</sup> and November 1<sup>st</sup>. Applications will be reviewed by the ARRL ETP Fund Grant Committee. Schools are usually notified of application decisions within 30 days after receipt of application. Schools that have been awarded a grant will be asked to complete a letter of acceptance acknowledging their compliance with the expectations of the grant award.

### ***Direct questions and/or send applications to:***

ARRL Education & Technology Program  
Attn: Education and Learning Dept.  
225 Main Street  
Newington, CT 06111

Phone: (860)-594-0367  
Fax: (860) 594-0259  
E-mail: [EAD@arrl.org](mailto:EAD@arrl.org)





# ARRL EDUCATION & TECHNOLOGY PROGRAM GRANT APPLICATION

---

---

Date of Application: \_\_\_\_\_

Which grant are you applying for?     School Station Grant     Progress Grant

Applicant Name: \_\_\_\_\_ Call Sign (not required) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City

State

ZIP

School's Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

School District (if applicable): \_\_\_\_\_

School or District Federal Tax ID # \_\_\_\_\_ - \_\_\_\_\_



**ARRL** The National Association for  
Amateur Radio®



## ARRL EDUCATION & TECHNOLOGY PROGRAM GRANT APPLICATION

---

***Please provide some demographic information about your school:***

If school is K-12, the grade levels of instruction in the school: \_\_\_\_\_

If school is K-12 Public/Magnet Parochial Private Other \_\_\_\_\_

If a college or a university Private State Technical Other \_\_\_\_\_

What is the approximate size of the student body population? \_\_\_\_\_

How many students will participate in the program supported by this grant? \_\_\_\_\_

---

Local Amateur Radio Club: \_\_\_\_\_

Local Amateur Radio Club Contact Person: \_\_\_\_\_

Call Sign \_\_\_\_\_

ARRL Member? Yes No

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_





# ARRL EDUCATION & TECHNOLOGY PROGRAM GRANT APPLICATION

---

## Proposal

**Develop your proposal by answering the following questions and providing the required signatures. Submit responses on additional pages.**

### **1. Summary**

In this section of the application provide a two or three sentence summary of the proposal. The summary should help the reader follow the argument for approving the grant request. Summary material is the type of information that is given to the ARRL Review Committee when they consider the value of the proposed project and decide which schools should be selected.

### **2. Organizational Information**

In addition to the specific address and contact information on the first page of the application, comments you submit for this section should include two or three sentences of convincing information that the applicant is committed to the proposal and will follow through. Statements about the mission of the school, who it serves, community involvement in the school, and any track record of achievement would be good examples of convincing information.

### **3. Project Description**

Give a comprehensive description of the proposed project. Conclude this section with a discussion of the benefits that the proposed project would have for the students.

### **4. Work Plan/Specific Activities**

Explain the sequence that the school plans to use to implement the proposed project after the grant is received. When developing this sequence consider:

- a) How many and what grade level students will be participating in the project? What is the expected outcome of their participation?
- b) What steps need to be accomplished by the sponsoring teacher to implement the project? (i.e., approval by school committees, peer review, site administration, site council, School Board, etc.)
- c) What has already been done? (i.e., curriculum components already in use or piloted, in-school demonstrations by supporting ham radio club, existing complimentary curriculum in place, etc.)



## ARRL EDUCATION & TECHNOLOGY PROGRAM GRANT APPLICATION

---

- d) List the specific equipment/resources that you need through the grant program to meet the goals of your proposed program. Contact the ARRL Education & Technology Program office for a copy of some suggested school station equipment recommendations. Requests for alternative configurations based on the site or specifics of your education plan are considered if adequate justification is provided.
- e) Who is going to provide oversight of the project/resources and what are their qualifications?
- f) When do you anticipate the project/resources will begin to benefit the students?

### **5. Impact of the activities.**

In a few sentences describe what impact the project/resources will have on the success of the participating students. What is expected to change as a result of the receiving the grant? What are the expected learning outcomes? These questions are hard to define, difficult to answer, and even harder to measure success but serious thought needs to be given to the content of this section of the application.

### **6. Evaluation.**

Explain how the applicant will know when the desired impacts are being achieved. Specifically describe the assessment tool(s) that will be used to measure if the resources have been successful, is on track, or needs adjustment. Provide samples of assessment tools. What type of statistics and record keeping are planned? When will the statistics be gathered and compiled, who will do the analysis, and who will receive the analysis?

### **7. Other Funding.**

What other sources of funding and support are being dedicated to the project? Included here are other resources that are committed to the project, which are not always money (in-kind matching funds and sweat equity effort of other staff and volunteers).

### **8. Future Funding.**

Your project should continue beyond the period of time for the initial funding support. Provide information on how it will be supported in the future.

### **9. Budget.**

Provide a simplified budget that indicates the resources needed and costs to accomplish the project. Indicate the source or anticipated sources of funds for each part of the project. Other sources of funding are required to sustain



## ARRL EDUCATION & TECHNOLOGY PROGRAM GRANT APPLICATION

---

a school station and active amateur radio program. Document these other sources of funding or in-kind contributions to the program.

If you are requesting radio station equipment, either under a School Station Grant request, or supplementary equipment under a Progress Grant request, please include the retail cost of the desired equipment in your budget. Remember: Equipment requested must be suitable to the purposes described in the project description. If there are specific site considerations that must be addressed, please include a description of those issues to explain your equipment requests in your Work Plan (section 4).

ARRL ETP may determine that other equipment than the specific items requested are more suitable to the intended use. Bear in mind that equipment and resource grants through the ETP are not monetary grants. Approved equipment will be ordered by ARRL through a bid process and provided to the school.

### 10. Additional/Supplementary Information.

Include supporting documentation (including publicity efforts) for your program.

### 11. Antenna Installation Approval.

If your grant request includes a request for an antenna, ensure that your planned antenna installation has received the required approval from the appropriate school or district authority. Please complete and submit the **Antenna Installation Coordination Authorization** with your grant application. If you are not requesting an antenna through this grant, it is expected that any antenna used meets all school and local architectural and zoning requirements and regulations.





## ARRL EDUCATION & TECHNOLOGY PROGRAM GRANT APPLICATION

---

---

### Signatures.

School Applicant Name (print or type): \_\_\_\_\_

School Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_

Principal Name (print or type): \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal email address: \_\_\_\_\_

**Return application to:** ARRL Education & Technology Program

Attn: Education and Learning Dept.  
225 Main Street  
Newington, CT 06111

Phone: (860)-594-0367  
Fax: (860) 594-0259  
Email: [EAD@ARRL.org](mailto:EAD@ARRL.org)



**ARRL** The National Association for  
Amateur Radio®



## ARRL EDUCATION & TECHNOLOGY PROGRAM GRANT APPLICATION

---

---

### Antenna Installation Coordination/Authorization

*Ensure that your planned antenna installation has received the required approval from the appropriate school or district authority. Return this completed authorization along with your grant application.*

Name of school where antenna will be installed:

\_\_\_\_\_

Title of position of person giving authorization (print or type):

\_\_\_\_\_

Name (print or type): \_\_\_\_\_

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

Email: \_\_\_\_\_

---

---

Name of School Principal (print or type):

\_\_\_\_\_

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

Email: \_\_\_\_\_

