



2013 Mini-Grant Program Overview

The NISE Network is pleased to make available a limited number of small, one-time awards to partner institutions that apply and meet application requirements. The purpose of these mini-grant awards is to support initiatives by NISE Net partners to engage their local public audiences in nanoscale science, engineering, and technology topics.

Mini-grant initiatives should represent an increase or expansion in the nano programming an organization currently offers. Requests can be made for an award of **up to \$3,000 dollars** to fund a small project or be put towards a larger endeavor. Only one application per institution per year, please.

Please note organizations cannot be awarded a mini-grant in consecutive years. Organizations awarded during the last mini-grant cycle (December 1, 2011-August 31, 2012) are ineligible for the current 2013 program. Those awarded during the pilot period of the project (March 1-August 31, 2011) are again eligible to apply. Organizations that applied during a previous cycle and were NOT awarded a mini-grant may still apply for a 2013 award. We anticipate awarding forty (40) mini-grants in 2013. Mini-grant projects must be completed between December 1, 2012 and August 31, 2013.

Applications are due **November 4, 2012**.

If you have any questions about whether your project meets the eligibility requirements and award criteria, please contact your regional hub leader.

ELIGIBILITY

Eligible activities include:

1. New efforts to integrate nano into existing programming
2. New efforts to reach new audiences with nano programming (including traditionally under-served or under-represented audiences),
3. New partnerships between museums and nano researchers, community-based organizations, or diversity serving organizations

Eligible institutions:

- The mini-grant program is designed for NISE Network informal science education institutions (such as museums and research center outreach programs) within the United States.
- Institutions located outside the United States and K-12 schools are not eligible for this program.

Examples of eligible projects:

1. **New efforts to integrate nano into existing programming, e.g.:**

- Integrating nano content into existing programming you regularly offer at your institution that you plan to sustain, such as adding nano content into chemistry demonstrations you already offer.
- Revising your existing summer camp curriculum or after school program activities to incorporate nano activities and concepts.
- Expanding regular outreach work with K-12 educators, such as reworking an existing physics teacher workshop to include nano content.
- Hosting a training workshop or short series of training sessions at your institution to increase the capacity of your staff and volunteers to deliver nano programming to the public (NISE Net training materials are available here: http://www.nisenet.org/catalog/tools-guides/training_materials)
- Incorporating nano activities into a science festival or community outreach event.
- Purchasing or constructing a cart to store NanoDays kit activities to facilitate regular use by staff and volunteers on the museum floor **year-round**.
- Traveling to visit another institution to learn how they incorporate nano into their regular activities. (For suggestions of organizations to visit, feel free to contact your regional hub leader.)
- Modifying existing exhibit signage to include nano science content and nanotechnology connections, using NISE Net resources (e.g. adding gecko and butterfly nanoscience content into an existing nature gallery, using the following resources: http://www.nisenet.org/viz_lab/image-collection and http://www.nisenet.org/catalog/programs/biomimicry_synthetic_gecko_tape_throu_gh_nanomolding and: http://www.nisenet.org/catalog/exhibits/changing_colors).
- Starting a nano-related Science Café, nano forum, or other program that address the societal and ethical implications of nanoscale science, engineering, and technology.

2. **New efforts to reach new or underserved audiences with nano programming, (including reaching traditionally under-served or under-represented audiences):**

- Significantly modifying or adapting an existing program in the nisenet.org online catalog to work for a different audience (e.g. adapting materials to better meet the needs of your audience or reaching new audiences underserved by regular programming).
- Significantly modifying or adapting an existing program in the nisenet.org online catalog to work in a different educational context (e.g. creating a field trip program for visiting students using several NISE Net programs as source material).
- Expanding a successful program, which already includes nano for underserved audiences. The program could be offered more frequently (e.g. from once a year to once a month) or to new partners (e.g. expanding an outreach program from one library to four).
- Integrating nano into an existing program at your institution that reaches under-served or under-represented audiences.

- Working with a new or existing partner to present nano content in an informal educational context (such as an after-school program or local Boys and Girls Club programming).
- Translating an educational program into a different language to meet your local audience needs. (Please note that many NISE Network products have already been translated into Spanish: <http://www.nisenet.org/catalog/spanish>.)
- Hosting a training workshop or short series of training sessions at your institution to increase the capacity of your staff and volunteers to deliver nano programming to an underserved audience.

3. New partnerships between museums and nano researchers, community-based organizations, or diversity serving organizations:

- Developing new or significantly enhanced partnerships between museums and research centers/scientists to engage the public in nano (see <http://www.nisenet.org/rise> for examples).
- Developing or expanding a training program to train college science students in nanoscale science communication skills (contact rise@nisenet.org for assistance in locating relevant materials).
- Developing or expanding a college student intern program to focus on nano education with the public (contact rise@nisenet.org for assistance in locating relevant materials).
- Developing a new or significantly enhanced partnership with an organization that reaches an underserved audience to build a structure for delivering nano programming to that audience (NISE Net mentors available).

Examples of projects not eligible for mini-grant funding:

- Continuing existing, ongoing activities.
- Implementing your NanoDays 2012 events.
- Travel funds to attend a professional conference.
- Scholarship and tuition programs
- Projects outside the United States.

PAST PROJECTS:

A list of previously funded mini-grant projects is available here:
<http://www.nisenet.org/community/mini-grants>

TIMELINE

Mini-grant projects must be completed between December 1, 2012 and August 31, 2013.

BUDGET AND EXPENSES

Eligible Expenses:

Mini-grant recipients will receive a check to cover staff time, benefits, materials and other applicable costs directly related to implementing their proposed project. Mini-grant funds may only be used for work directly relating to the proposed project – indirect costs cannot be paid with mini-grant funds.

Some examples of eligible expenses include:

- Staff time – planning meetings, supervising staff, recruiting and training volunteers/staff/participants, developing new curriculum, adapting existing programming, evaluation
- Educational materials – equipment and supplies to deliver nano programming
- Production and documentation – photography, videography, graphic design, writing
- Evaluation
- Promotional materials – printing signs, graphic design, newspaper advertisement
- Travel – to outreach audiences, to visit other organizations, to meetings related to your project
- Booth fee at a local science festival or community outreach event
- Other – parking and incidental expenses for guest speakers, translations

Ineligible Expenses:

- Mini-grant funds cannot be used to pay for indirect costs (overhead).
- Mini-grant funds cannot be used for alcohol or food and refreshments.
- Mini-grant funds cannot be used as tuition or scholarships, however funds can offset costs for staff time planning and running a workshop or camp, as well as materials and transportation costs.
- Mini-grant funds cannot be used to attend conferences or for conference registration.
- Mini-grants cannot be used to pay stipends for individuals to attend a training or workshop.

Budget:

The total maximum request is \$3,000. Please break down expenses as in the application example budget below. Your project may be funded by multiple sources, please only include NISE Net funds in the table below. You will be asked to note outside sources of funding elsewhere.

	Amount (in dollars)	Description
Salary *	<input type="text" value="1500"/>	<input type="text" value="Staff time writing camp curriculum & adapting Surface Area program for camp"/>
Benefits *	<input type="text" value="500"/>	<input type="text" value="Staff involved in writing/adapting programming"/>
Materials & Supplies *	<input type="text" value="1000"/>	<input type="text" value="6 Surface Area demos, plus supplies for 40 kids to adapt/create their own"/>
Other *	<input type="text"/>	<input type="text"/>
PROJECT TOTAL *	<input type="text" value="3000"/>	<input type="text"/>

REPORTING REQUIREMENTS:

- Mini-grant recipients will complete a short online report describing their project post completion. *NISE Network will provide a template for this report.*
- Mini-grant recipients may be asked to attend a NISE Network Regional Meeting in Fall 2013 to give a brief presentation about their completed project. *If your institution is asked to present, the NISE Network will cover travel costs for one presenter to attend this meeting.*

APPLICATION PROCESS

The mini-grant application is an online only process. You cannot save your work on the SurveyGizmo site, so we are attaching a hard copy PDF of the online application for reference. Also, applications left idle in SurveyGizmo for more than ten minutes in will go blank when you progress to the next screen. We strongly suggest that you start your essay questions in a Word doc, save, and cut and paste to the online application.

SurveyGizmo application link:

<http://www.surveygizmo.com/s3/960400/2013-NISE-Network-Mini-Grant-Application>

A PDF copy of the online application is included at the end of this document for you to preview.

SELECTION PROCESS

The NISE Network will review mini-grant applications and award funds only to institutions and projects that meet the eligibility criteria. Proposals will undergo a peer review process by NISE Network representatives. We will be looking to support proposals that demonstrate strong goals and potential reach, that comply with the project terms, and that represent a diverse range of projects.

2013 NISE Network Mini-Grant Application

NISE Network mini-grant application

Please fill out this application to be considered for a 2013 NISE Network mini-grant. **Applications are due: November 4, 2012**

Mini-Grant projects must be completed between December 1, 2012 and August 31, 2013. Requests can be made for an award up to \$3,000 dollars. Only one application per institution per year, please.

As a reminder, **you can not be awarded a mini-grant in consecutive years!** If you were awarded a mini-grant during the spring 2011 cycle, you are again eligible to apply for a 2013 mini-grant. Those who were awarded during the last cycle in Fall 2012 are NOT eligible again until 2014. Anyone who applied during a previous cycle and was NOT awarded a mini-grant may still apply for a 2013 award.

Please note that it is not possible to save this form and return for additional edits. Also, forms left idle for more than ten-minutes will go blank when you progress to the next screen. Please plan to complete the application in one session. We strongly suggest that you start your essay questions in a Word doc, save, and cut and paste to this application. For more information, examples of eligible activities and a PDF preview of the application, please see the **2013 Mini-Grants Program Overview**.

1. Contact Information:

First Name *

Last Name *

Job Title

Institution *

Address 1 *

Address 2

City/Town *

State *

Zip *

Email Address *

Institution Website

Phone Number *



Organization information

2. Which best describes your organization?

- Museum/Science Center
- College or University - Focus on Nanoscale Science and Engineering

3. If your organization is a museum, please check boxes to indicate all types that apply:

- Science or Technology Museum
- Children's Museum
- Art or History Museum
- Natural History or Nature Museum
- Emerging or Developing Museum
- Other (please specify)

4. What is the annual operating budget of your museum or organization?

- under \$250,000
- \$250,000 - \$500,000
- \$500,000 - \$1 million
- \$1 - \$2.5 million
- \$2.5 - \$6.5 million

- over \$6.5 million
- Comment about annual operating budget (if needed)

5. NISE Net uses a series of regional hubs to facilitate communication, share materials, and organize events. Please identify the NISE Net regional hub that is appropriate for you. If you are not sure, see the [NISE Net Community map](#).

- Northeast (New England & NY)
- MidAtlantic (PA, NJ, MD, DC, DE, OH, WV)
- Southeast (VA, NC, SC, KY, TN, LA, MS, AL, GA, FL, Puerto Rico)
- South (TX, AR, OK)
- Midwest (ND, SD, NE, KS, MN, IA, MO, WI, IL, MI, IN)
- West (AK, WA, OR, ID, MT, WY, CO, UT, NM)
- Southwest (CA, NV, AZ, HI)

Proposed Mini-Grant Project

6. Please summarize your project in 30 words or less. *

7. Please describe detailed plans for your project. Include goals, timeframe, who from your institution will be involved, and any collaborators, if applicable. Projects must be completed between December 1, 2012 and August 31, 2013. Project descriptions should be a maximum of 600 words. See the *2013 Mini-Grants Program Overview for examples of eligible projects*. *

8. Please describe the audience you are trying to reach with the project. Be sure to note if the project will be reaching new, previously under-served audiences for your institution. Audience descriptions should be a maximum of 200 words. *

9. Mini-Grants Budget: In the table below, please estimate your project budget. Only include NISE Net mini-grant funds in this table. **The maximum request is \$3000.** Mini-grant recipients will receive a check to cover staff time, benefits, materials, and other applicable costs directly related to implementing their proposed project. Mini-grant funds cannot be used to pay for indirect costs, alcohol, food or refreshments. *See the 2013 Mini-Grants Program Overview for example budget and eligible costs.* *

Be sure all blanks are filled, use "0" and "NA" as necessary.

	Amount (in dollars)	Description
Salary	<input type="text"/>	<input type="text"/>
Benefits	<input type="text"/>	<input type="text"/>
Materials & Supplies	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>
PROJECT TOTAL	<input type="text"/>	<input type="text"/>

10. If your project will also be supported by other funding sources in addition to the NISE Net mini-grant, please describe those here.

	Amount (in dollars)	Description
Other funding sources	<input type="text"/>	<input type="text"/>



Mini-Grant funds use agreement

If you are selected to receive a NISE Network mini-grant, you are expected to:

- Complete your proposed mini-grant project between **December 1, 2012 and August 31, 2013**
- Submit a short online report describing the project. *The NISE Network will provide a template for this report.*

If you find that you cannot implement your project; you will be asked to return the funds.

11. Do you agree to these terms? *

- Yes
- No

Thank you!

Thank you!

Your mini-grant application is now complete. You will be contacted by a NISE Network representative if there are additional questions about your application. You can expect to hear about the status of your request by **December 1, 2012**

You will be notified through email of your status.
