This document is for planning purposes only. Your final application must be submitted online by Dec. 22. See www.montana.edu/smrc/geoskills.html

Exploring Our Place:
Geospatial Skills Camp for Rural Montana Youth

REQUEST FOR APPLICATIONS

Host a fully supported, high-quality STEM program in your rural Montana community that is customizable to fit the needs and interests of the local youth you serve.
Applications are due Dec. 22, 2023

Hosted by MONTANA STATE UNIVERSITY | Science Math Resource Center

with support from AFRL THE AIR FORCE RESEARCH LABORATORY LEAD | DISCOVER | DEVELOP | DELIVER
Air Force Office of Scientific Research

PLEASE NOTE -- THE DOCUMENT BELOW CONTAINS SEVERAL PAGES THAT EXPLAIN THE PROGRAM BEFORE THE ACTUAL APPLICATION. YOU MAY CHOOSE TO DOWNLOAD THIS AS A WORD DOCUMENT OR PDF TO WORK ON AHEAD OF TIME, BUT THE FINAL APPLICATION MUST BE SUBMITTED VIA THIS FORM.

Please read the application in its entirety; some materials are required from both the lead educator and the person who is applying on behalf of the organization.

PROGRAM OVERVIEW

Developed by Montana State University with support from the Air Force Office of Scientific Research, ***Exploring Our Place:*** **Geospatial Skills Camps** are 5-day, full-day camps that will take place in rural Montana communities hosted by local youth-serving organizations and led by local educators trained by MSU.

Youth will learn skills related to geographical information systems, which includes map design, storytelling, local problem solving, and aerial imaging. Youth will also learn about potential career opportunities. Educators with the host organizations will have options to personalize the curriculum for your students and to localize it for your community's interests, values, challenges and overall culture. Educators must have experience working with youth, but no specific content knowledge is necessary for the educators nor the organization.

Check out this video from ESRI, a leading organization in this field, for more information on the topic! The organization must have the experience and capacity to host a week-long youth program

in its entirety, and the educators must commit to participating in MSU trainings and then implementing the full camp curriculum.

Organizations must be located in a rural area and also have the mission and capacity to reach youth who have been historically excluded from STEM, such as girls, racial /ethnic minorities, youth who would be first-generation college students, students from military families, youth from families without a lot of money, students from remote or rural communities, etc.

The camp will be run BY YOU and IN YOUR COMMUNITY the week of June 10-14, 2023 (Monday through Friday). [You must run the camp during this week in 2024. You will also receive many materials to keep, which you may choose to use for future programming]. Most camp activities are hands-on; some camp material will be virtual, including interaction with guest speakers from MSU and organizations such as the U.S. Air Force, NASA or Montana-based businesses. Community educators will be trained and supported by MSU prior to the camp, and MSU staff will be online and available for support in the months leading up to the camp as well as the week of camp (June 10-14, 2024).

We look forward to working with you and supporting youth in your community!

For questions about the program or the application, join us for an application webinar (optional) on Nov. 29, 2023 at 6:30pm.
See www.montana.edu/smrc/geo-skills.html for weblink.

HOW TO APPLY

Submit the following application materials by **Dec. 22, 2023.**

✓ Organization and lead educator information

*For **the lead educator**:*

- Resume OR description of credentials and experiences working with youth (submit online)
- Personal letter/statement that describes your interest in this program and what impact you would like to see in your community as a result (upload or submit online)
- Evidence of a current background check for working with youth (or describe plan to attain one prior to April 1, 2024)

✓ Organization Commitment checklist

All applicants will be notified of decisions by **Jan. 31, 2024.**

All accepted participants are expected to attend the following: Intro Webinar in February 2024; half-day trainings in March and May 2024.

ORGANIZATION EXPECTATIONS

Geospatial Skills Camp organizations are committing to:

- Lead a five-day, full-day (Monday-Friday) Geospatial Skills Camp on **June 10-14, 2024**

- Designate a lead educator and a minimum of one other organizational representative to participate in a one-hour Webinar in February and the two virtual trainings from MSU (4 hours each; one in March, one in May)
- Choose a camp setting that is safe, accessible and has the required technology:
    - Access to a computing device (desktop, laptop, Chromebook or tablet) for each student (camp is a minimum of 5 students) during each camp day. It is ideal if every student at the location is on the same type of device (e.g., all five students are on Chromebooks or all students are on tablets)
    - Reliable Internet connection, including enough bandwidth to videoconference with guest speakers from MSU and other organizations.
    - The camp curriculum will include optional activities that students can do at home each evening if they wish. If students do not have a smart phone, tablet or computer at home, we encourage camps to allow students to take the technology home during the camp week; however, if this is not possible and the technology is only available on-site, we will have non-digital activity options.
- Invite at least one local person to be a guest speaker for the camp (this could be virtual or live. We will help you with suggestions and speaker criteria)
- Recruit a minimum of 5 local students who will be of early high school age in Fall 2024 (rising ninth and tenth graders)
- Submit a recruiting plan that describes how you will seek students who have had few STEM opportunities or have been historically excluded from STEM.
- Complete reporting and project evaluation requirements.

LEAD EDUCATOR EXPECTATIONS AND BENEFITS

One person from the organization will serve as the lead educator. **Each lead educator must commit to participating for the full program – January 2024 – August 2024**. A minimum of two people from the organization must participate in the MSU trainings, which are virtual (You may include more people if you like).

The lead educator will:

- Participate in two virtual Geospatial Skills Camp half-day trainings (March 2024 and May 2024) to be trained in the camp curriculum and strategies for running the camp.
- Serve as the lead educator during camp week – June 10-14, 2024 and be responsible for other educators/staff members who support youth during that week.

Benefits include:

- Becoming a **leader in your state** for disseminating high-quality STEM programming.
- High-quality **curricula and materials** for you and your organization.
- Virtual training on the camp curriculum and strategies for camp implementation.
- Ongoing technical assistance from Montana State University; connections for future youth STEM programming.
- A certificate of completion from MSU and Office of Public Institution (OPI) renewal units.
- Travel funds to attend GIS Day at Montana State University in August 2024.

ORGANIZATION BENEFITS

Each organization that hosts a Geospatial Skills Camp will receive:

- The opportunity to host a five-day high-quality and highly customizable youth camp with all curriculum and supplies provided
- **$4,000** to pay camp educators, recruit youth, rent a space for the camp, and purchase meals, snacks and transportation.
- A camp curriculum kit that is yours to keep (value $500)
- Training for two or more educators on a high-quality STEM curriculum, plus
  - MSU certificate of completion
  - Continuing education/OPI renewal units
- STEM equipment for the students who complete all aspects of the camp to keep (value $700)
- Funding for travel to a GIS Day at MSU-Bozeman in August 2024 for one educator and two youth (value $900)
- Statewide publicity for your organization.
- The opportunity to join a cohort of educators across the state.
- Ongoing support from Montana State University.

QUESTIONS?

Send all questions to **smrc@montana.edu**

APPLICATION

This form should be filled out by a member of the organization who can take responsibility for overseeing the project and will be the primary contact for MSU. This person will also be fiscally responsible for the stipend award. This person may or may not be the lead educator.

LEAD CONTACT INFORMATION

As the lead contact for the organization, what is your first name?

What is your last name:

What is your email:

What is your phone number:

What is your professional title or relationship to the organization?

Organization Name:

Type of Organization (e.g., Museum, Library System, Out-of-school time Organization, University, Education Nonprofit Organization, etc.):

Mailing Address: **City**: **ZIP Code**:

How many people live in your community?

How far are you from a major population center?

Organization website

1. **What is the primary mission for your organization and who is your and audience?** *Please include ages, race/ethnicity, geography, etc.*
2. **Why does your organization wish to offer a Geospatial Skills Camp for youth in your community?** *Please describe how this program aligns with the goals of your organization. You may also wish to describe what other STEM programming is available in your community.*
3. Please describe your organization's capacity to **schedule, plan, and lead the camp, including providing a safe space that meets the technology requirements, managing the budget, etc. Have you run programs like this before? Who will be responsible for logistics? Who will oversee the budget?** *Please describe where the camp will be held and how you will access the technology needed.*
4. **How will you go about recruiting youth of the suggested age range (rising ninth and tenth graders) and who have had limited STEM opportunities? [See Program Overview on page 1]. Do you foresee any challenges, and how will you overcome them?**
5. Each camp will be highly localized, and we will encourage students to think about how their new skills can support their own community. **What do you think youth in your area will say are challenges that face your community?** (You will have the chance to modify these during the trainings; we just want to get some ideas.) These could be natural disasters; environmental conditions; social issues; lack of access to services; population change; etc.

6. **What would your backup plan be if the lead educator you designate is unable to complete the commitments listed above?**
7. **Anything else you would like us to know about your organization?**

LEAD EDUCATOR INFORMATION

What is the lead educator's first name? (If it is the same person who is filling out this form, please re-enter your information again. Thanks!)**:**

Lead educator last name:

Lead educator email:

Lead educator phone:

Number of years worked at or with the organization:

Primary responsibilities:

1. Why is this person a **good fit to be a lead educator** for the Geospatial Skills Camp? Please address both their experience or capacity to work with youth of the target age (rising 9^{th}/10^{th} graders) as well as to be trained on and implement the content. Please describe any expertise in science/STEM or STEAM programming for youth.
2. How does the responsibility of being the lead educator fit into this **person's relationship with or current role** with your organization?
3. Does this person have a current background check for working with youth? If yes, please list date of acquisition / expiration date. If no, please describe a plan to attain one prior to March 1, 2024.
4. The lead educator and at least one additional person must participate in the trainings. Who else will participate in the trainings and support the camp? (Include specific names if possible).

Please describe the lead educator's experience working with youth OR upload the lead educator's resume (you don't need to do both)

Upload resume (OR describe above)

Please enter a personal statement from the lead educator OR upload as a PDF or Word doc below. The personal statement should answer the following question:

> **Please describe your interest in this program and what impact you would like to see in your community as a result**

Upload personal statement (or enter above)

BUDGET

Each organization chosen to host a camp will receive a $4,000 stipend award to run the camp, as well as

- a $500 kit of STEM supplies to keep (much of it reusable for future programming)
- up to $700 in STEM equipment to give to the students who complete the program,
- up to $900 for travel for one educator and two students to the MSU GIS Day in August 2024.

THESE THREE ITEMS DO NOT NEED TO BE INCLUDED IN YOUR BUDGET

Below, please propose how you will use the $4,000 budget to host the five-day, full-day summer camp and the preparations needed to prepare for it. Recommendations for spending by approved category are provided.

Host organizations must

- describe your plan for staffing the camp. Do your educators already work with you? Will you need to contract with people?
- commit to providing lunch and snacks for camp participants on all 5 days;
- be prepared to support students and educators who need transportation;
- provide a safe space to meet where every participant has access to a laptop, Chromebook or tablet each day.

If funds are not needed for these (please explain), the budget may be used in a different category.

Restrictions:

- Funds may not be used to purchase branded items, such as t-shirts, buttons, etc.
- Funds may not be used to purchase materials unrelated to the Geospatial Skills Camp.
- Funds may not be used to purchase alcohol.
- Funds may not be used to cover overhead costs.

You may enter your budget in the cells below OR upload the Geospatial Skills Camp budget worksheet (download at https://www.montana.edu/smrc/geo-skills.html)

Below are budget categories with some recommended (not required) ranges. Each organization's budget will be different.

Please enter a DOLLAR amount in each row. Your total budget cannot exceed $4,000.

Approved Category	Estimated Budget ($)	Description
Educator / Program Staff Time (65% - 80%)		
Lunch and snacks (5 days) (10-15%)		
Transportation for youth to and from camp (0-15%)		
Room rental / Technology access (0-5%)		
Recruiting / communication (0-5%)		
TOTAL		

Please describe each category and your estimated spending. If you do not need to budget for a category, please describe why not.

Please enter your budget in the cells above OR upload a completed Geospatial Skills Camp budget worksheet.

ORGANIZATION COMMITMENT FORM

If chosen to host a camp, we commit to (all boxes must be checked yes)

- **A minimum of two educators/staff from your team will participate in the Informational Webinar in February and two virtual half-day MSU trainings (March and May)**
- **We will host a 5-day camp June 10-14, 2024 using the MSU curriculum and materials.**
- **We will be responsible stewards of the stipend to support the camp.**
- **All educators working directly with youth will have a current background check.**

Please sign as a person authorized to submit this application on behalf of your organization.

Thank you for applying to host an MSU Geospatial Skills Camp for Youth in your Montana community.

We will contact you by Jan. 31, 2024 with more information on acceptance.

If you have any questions, please contact the Science Math Resource Center at smrc@montana.edu

Thank you!

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