IMPORTANT INFORMATION FOR OAC GRANT APPLICANTS

The Oklahoma Aeronautics Commission is very pleased that you are interested in applying for an OAC Aviation Education Grant. Grant applications may be submitted electronically as a PDF or must be postmarked to the Commission no later than May 31, 2021. As you work to complete your grant application, it is important that you consider the following:

- Download the grant application and save it as a PDF BEFORE you begin to fill it out.
- Read each section of the grant application carefully and complete each section fully.
- In Section One (1) of the application, please provide a contact phone number and email address that will be checked regularly during the summer.
- In Section Two (2) of the application, please list both the START date and END date of your program. The start date may not be prior to the OAC Commission Meeting where grants are considered for approval. This year's meeting is scheduled for August 11, 2021. Be aware that your program must be completed within one (1) calendar year from the date that the Commission approves the grant. If you find that you will be unable to complete your grant within the year, you MUST provide a written request for an extension from the Commission. The request for extension must be made BEFORE the original end date listed on your grant application.
- The grant selection process is extremely competitive. Section Three (3) of the grant application asks that you list your program goals and objectives and that you explain how your program will have a direct application to aerospace/aviation. It is important that you SPECIFICALLY outline the goals of your program and that you clearly express which aeronautics/aviation skills students/participants will gain by participating in the program. Often, grant applications are not selected because applicants only provide a general statement as to the overall value of the program.
- Section Four of the grant application asks program administrators to list the TOTAL COST of the organization's program. Often, applicants are unclear about how to determine the exact cost of a program. Except overhead, we suggest that you consider all expenditures that are necessary to fully implement the program:

    1) In some cases, when teachers or staff members are used to teach aviation course work or when staff members are used to monitor components of the program, portions of that staff member's salary may be included in the total cost of program implementation. For example, if a teacher teaches two sections of Aviation I as part

of the implementation of a program, then the salary required to teach two course sections may be included.

      2) Another example might be when it is necessary for a school or organization to make classroom or laboratory modifications needed to implement the program or it is necessary for the school or organization to purchase additional materials not listed in the grant request. Those costs may be included in the total cost of program implementation.

      3) Specific gifts from donors may also be included in the overall cost of the organization's program as long as those gifts are integral to the implementation of the program.

The Total Program Cost that you list in Section Four (4) will obviously reflect a greater amount than the amount requested in your grant budget.

✈ In addition, Section Four (4) asks that you list the Percentage of Total Program Budget Requested. Note that the maximum amount requested may not exceed 50% of the total program cost unless the grant request is less than $3,000 in which case the maximum cost share is 90%. For example, if the total cost of an organization's program is $120,000, the most that may be requested from the Commission is $60,000. If the total cost of an organization's program is $2,500, the organization may request 90% of that amount which is $2,250.

✈ It is important that applicants understand that grant recipients will be asked to CLAIM funds AFTER they have been expended. In other words, recipients will not receive grant funds "up front." Rather, they will submit invoices showing proof of payment and receipts for purchases to the Commission and will then be reimbursed for their expenditures. Recipients may claim partial reimbursement of up to 80% of awarded funds following the expenditure of funds and the completion of the program by providing corresponding receipts and an invoice addressed to the OAC. Recipients will not receive the remaining 20% of the funds until the Financial and Completion Reports, invoices and corresponding receipts have been submitted to the Commission.

✈ The Completion Report, Financial Report, Invoices and Corresponding Receipts are due to the Commission within 60 days of the completion of the program. Failure to meet this deadline will result in a forfeiture of any remaining funds. It is important to remember that the Completion Report should contain details of program implementation and pictures when possible. Consequently, the Completion Report should not be submitted prior to the program end date provided in Section One (1) of the grant application.

✈ Please understand that staff recommendations for awards are based on the content of the grant application. While an applicant may request a specific dollar amount, the amount awarded may be less than requested. Applicants should be prepared to secure additional funds in order to complete the program as proposed. Once awarded, should the applicant not be able to fulfill the program as proposed in the application, the Commission will need to review any program changes and may make changes to the awarded amount.