



**INDIANA**  
**DEPARTMENT of**  
**EDUCATION**

**2024-2025**

# **K-12 ROBOTICS COMPETITION GRANT**

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**Indiana Department of Education**

Office of Teaching and Learning

100 N. Senate Ave.

Indianapolis, IN 46204



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## Grant Overview

K-12 Robotics Competition Grant	
<b>Grant Period</b>	July 1, 2024 through June 30, 2025
<b>Application Release Date</b>	Friday, August 2
<b>Application Due Date</b>	Friday, August 23, at 11:45 p.m. ET
<b>Submission Process</b>	<i>K-12 Robotics Competition Grant Online Application</i>
<b>Eligibility</b>	<p>An “eligible school” means a:</p> <ol style="list-style-type: none"> <li>1) public school, including a charter school (as defined in Indiana Code (<a href="#">IC 20-24-1-4</a>));</li> <li>2) state-accredited non-public school; or</li> <li>3) nonpublic school accredited by a national or regional accreditation agency that is recognized by the state board.</li> </ol> <p>An “eligible team” means a robotics competition team consisting of:</p> <ol style="list-style-type: none"> <li>1) students in kindergarten through grade 12 who are:               <ol style="list-style-type: none"> <li>a) enrolled in an eligible school; and/or</li> <li>b) on a community based robotics competition team; and</li> </ol> </li> <li>2) at least one (1) adult who is a team mentor and team coach.</li> </ol> <p>Public school corporations with robotics teams from multiple schools must submit one application on behalf of all eligible teams seeking funding.</p>
<b>Matching Funds Requirement</b>	Applicants must provide evidence of local in kind or cash contribution from <i>other private or local funds</i> in an amount equal to at least 25% of the amount of the requested amount of the grant.
<b>Maximum Award Amounts</b>	1-5 competition teams: up to \$25,000 6-12 competition teams: up to \$50,000 13-18 competition teams: up to \$75,000 19+ competition teams: up to \$100,000
<b>Grant Award Notification</b>	Monday, September 9

## Summary

The *K-12 Robotics Competition Grant* is designed to support eligible entities and state-accredited schools in establishing or maintaining robotics competition programs in accordance with [IC 20-20-45.5-7](#), to “expand opportunities to increase interest and improve skills in science, technology, engineering, and mathematics (STEM) through participation in competitive robotics programs that:

1. provide hands on learning experiences;
2. establish community partnerships to increase awareness of local workforce and postsecondary opportunities;
3. highlight career opportunities through adult mentors; and
4. prioritize a connection to manufacturing, machining, and fabrication skills for students in grades 9 through 12.”

Funded through appropriations by the Indiana General Assembly in the STEM Program Alignment Fund, this grant aligns with the mission of [Indiana’s Priorities for STEM Education](#) to provide Indiana students with engaging STEM learning experiences that prepare them for emerging careers and educational opportunities. Eligible entities may present evidence within the grant application for elementary, middle, and/or high school teams. Applicants must provide evidence of local in-kind or cash contributions via private or local funds equal to at least 25% of the grant amount requested for each eligible team.

## Eligibility

The *K-12 Robotics Competition Grant* is designed to provide targeted funding for eligible schools to participate in competitive robotics competitions. Pursuant to [IC 20-20-45.5-2](#), an “eligible school” means a:

- 1) public school, including a charter school (as defined in Indiana Code ([IC 20-24-1-4](#)));
- 2) state-accredited nonpublic school; or
- 3) nonpublic school accredited by a national or regional accreditation agency that is recognized by the state board.

Pursuant to [IC 20-20-45.5-3](#), an “eligible team” means a robotics competition team consisting of:

- 1) students in kindergarten through grade 12 who are:
  - a) enrolled in an eligible school; or
  - b) on a community based robotics competition team; and
- 2) at least one (1) adult who is a team mentor and team coach.

Additionally, eligible teams are required to design, construct, program, and operate robots in competitions sponsored by nonprofit organizations with the goal of increasing Indiana student interest in STEM.

## Application Overview

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Pursuant to [IC 20-20-45.5-11](#), entities seeking funding through the *K-12 Robotics Competition Grant* from the Indiana Department of Education (IDOE) must demonstrate the following criteria *per eligible team*:

- A partnership for the purposes of a robotics competition with at least one (1) sponsor, business entity, higher education institution, or technical school;
- An adult robotics team mentor;
- A spending plan;
- A commitment to compete in a robotics competition;
- For grades nine through 12, a commitment to creating an original, iteratively designed robot; and
- A local in kind or cash contribution from other private or local funds in an amount equal to at least 25% of the amount of the awarded grant.

Pursuant to [IC 20-20-45.5](#) and [511 Indiana Administrative Code \(IAC\) 7-42-10](#), the grant narrative must ensure each student with a disability has an equal opportunity to participate with non-disabled students in non-academic and extracurricular services and activities to the maximum extent possible. An entity or school must provide evidence of the following for each team included in their grant proposal (i.e., elementary, middle, high school):

- A recruitment process that is open to all students and clearly communicates program supports available to assist all students.
- A system in place to engage resources such as a special education student's Teacher of Record, support services, and accommodations in a student's Individualized Education Program (IEP), Individual Learning Plan (ILP), Section 504 Plan, or Service Plan for students expressing interest in participating on a robotics competition team funded through this grant opportunity.

Finally, IDOE has determined a maximum grant award allotment for each eligible team based on responses to a formal and public request for information (RFI) process. In accordance with [IC 20-20-45.5-12](#), award amounts are based on the (1) level of programming; (2) level of competition; and (3) number of participants as reported by FIRST Indiana Robotics, the Robotics Education and Competition Foundation, and TechPoint Foundation for Youth. **A public school corporation with robotics teams from multiple schools must submit one application on behalf of all eligible teams seeking funding.**

## Application Components

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Applications include a grant narrative, budget summary (in Excel), budget narrative, and a complete [Matching Funds Award Template](#), which must be submitted together. The online form for submitting application materials can be found [here](#). The scoring rubric for meeting grant criteria is outlined below.

Component		Points Possible
1	Grant Narrative	18/21
2	Budget Narrative and Template (pass or fail)	15
3	Matching Funds Award Template (pass or fail)	5
<b>Total Possible Points</b>		<b>38/41</b>

*When completing application components, please refer to the following rubrics which outline requested information and scoring criteria.*

## Component 1: Grant Narrative

### Grant Guidelines

Pursuant to [IC 20-20-45.5-12](#), the maximum grant award allotment for each eligible team must be based on the:

- 1) level of programming; and
- 2) level of competition; and
- 3) number of participants of various robotics competitions.

### Section One: Levels of Programming and Student Participation

The grant narrative provides specific details about the levels of programming and competition that requested funds will be used to support Indiana's kindergarten through grade 12 students in participating in robotics competitions. The supporting narrative must be organized to reflect the requested information for each level (e.g., elementary, middle school, high school) of programming and competition, and number of students.

Additionally, the narrative must include descriptions of the following for each level of robotics competition team:

- A partnership for the purposes of a robotics competition with at least one sponsor, business entity, higher education institution, or technical school;
- An adult robotics team mentor/coach;
- A commitment to compete in a robotics competition; and
- For grades nine through 12, a commitment to creating an original, iteratively-designed robot.

The partnership may include the robotics competition provider (i.e., FIRST Indiana Robotics or the Robotics Education and Competition Foundation), but must also include at least one sponsor, business entity, higher education institution, or technical school.

Additionally, the entity or school's grant narrative must provide evidence of how the overall proposal emphasizes increasing the number of high school teams.

### Section Two: State-Approved Robotics Competition Provider

Indicate the provider that will sponsor your team(s).



- **Option 1:** Indicate which state-approved robotics competition provider sponsors the competitions associated with each level of teams included in your application (i.e., FIRST Indiana Robotics, or Robotics Education and Competition Foundation).
- **Option 2:** Provide the following documentation to support the selection of a robotics competition provider not listed in Option 1. (Applicants are not required to submit the following template if partnering with FIRST Indiana Robotics or the Robotics Education and Competition Foundation).
  - Applicants that select the second option for a robotics competition provider must complete the [Additional Competition Provider Documentation Template](#) and upload it to the online application.

### **Section Three: Equal Opportunity for All Students**

The grant narrative must ensure each student with a disability has an equal opportunity to participate with non-disabled peers in non-academic and extracurricular services and activities to the maximum extent possible.

Additionally, the narrative must include clear evidence of the following for each level of team (i.e., elementary, middle school, high school) included in their grant proposal:

- A recruitment process that is open to all students and clearly communicates program supports available to assist all students.
- A system in place to engage resources such as a special education student's Teacher of Record, support services, and accommodations in a student's Individualized Education Program (IEP), Individual Learning Plan (ILP), Section 504 Plan, or Service Plan for students expressing interest in participating on a robotics competition team funded through this grant opportunity.

## **Component 2: Budget Narrative and Summary**

### **Section One: Budget Narrative**

The budget narrative provides specific details about the levels of programming and competition for requested funds and must be organized to reflect the information for each level of programming and competition, and number of students, explaining the spending plan to maximize the use of funds not to exceed \$100,000.

Use the following maximum award guidelines per team when preparing the budget narrative and budget template. IDOE based maximum award amounts on responses from each provider through the public RFI process. Refer to the following definitions when preparing the budget narrative:

- **Initial Season** refers to teams in the first year of participation as a robotics competition team.
- **Subsequent Season** refers to teams in their second year (and beyond) of participation as a robotics competition team.

FIRST Indiana Robotics Maximum Award Per Team			
	Elementary	Middle	High
<b>Initial Season</b>	\$3,800	\$4,000	\$12,000
<b>Subsequent Season</b>	\$2,000	\$2,500	\$7,000

Robotics Education and Competition Foundation Maximum Award Per Team			
	Elementary	Middle	High
<b>Initial Season</b>	\$3,800	\$4,000	\$5,000
<b>Subsequent Season</b>	\$2,000	\$2,500	\$3,500

The budget narrative and summary (see next section) will be evaluated on a pass/fail basis according to the criteria outlined in the budget evaluation rubric. Requested expenditures of grant funds must be reasonable, allocable, and necessary to fulfill the objectives of the grant. The Robotics Competition Fund may be used for the following allowable expenses:

- 1) payment of a stipend for a robotics team mentor and coach;
- 2) fees, kits, and supplies required to:
  - a) establish or maintain a robotics team; or
  - b) participate in a robotics competition; and
- 3) event registrations, materials, transportation costs, travel costs, and other expenses associated with a robotics competition.

A successful budget narrative provides details regarding the number of teams at each competition level for a particular provider based on the maximum funds requested. Application evaluators will cross reference the budget with the grant narrative. Any expenses described in the budget narrative that do not align with the described program may result in a fail.

**Section Two: Budget Summary**

Complete and upload the [Budget Summary Template](#) to the [online application](#). Please adhere to the following guidelines when completing the budget summary template:

- Budget categories for this grant include: *Robotics Mentor Stipend, Kits and Supplies, Event Registrations, and Transportation and Travel*. These categories are represented at each competition level (i.e., elementary, middle school, high school) on the budget summary template.
- For each competition level, the *Kits and Supplies* budget category must include an itemized list of supplies and projected costs for the number of teams requesting funding not to exceed the total maximum awards described above. Applicants will complete a separate tab for each level of requested funding to indicate whether projected costs are associated with teams in their initial season or subsequent season.



- Registration fees must be noted for local competitions **only**. IDOE may provide future opportunities for funding teams advancing to state, world, and international competitions to the extent possible based on remaining state funds allocated for robotics competitions.
- All requests for *K-12 Robotics Competition Grant* funds used for travel **must** adhere to the [Indiana State Travel Guidelines](#). Details for mileage, per diem, hotel, and rental car must be itemized on the Indiana travel detail tab of the budget summary template.

### Component 3: Matching Funds Award Template

Entities and schools seeking funding must provide evidence of a local in kind or cash contribution from other private or local funds in an amount equal to at least 25% of the amount requested, and evidence must be submitted via the [Matching Funds Award Template](#).

In kind or cash contributions can be allocated at the discretion of the requesting entities and schools and should be prioritized to fund expenses considered non-allowable using state funds (e.g., marketing, shirts, pit decorations, competition snacks).

#### Reimbursement

The *K-12 Robotics Competition Grant* is a reimbursement grant and will be administered as follows:

- Funding will be reimbursed to grant recipients after the expenses have been incurred within the grant period;
- Grant recipients will submit for reimbursement based on the timeline included in the grant narrative; and
- Reimbursement forms and directions will be provided after the grant contracts have been fully executed.

#### Expenses Eligible for Reimbursement

Applicants can apply for the following reimbursable expenses:

- Robotics mentor stipend
- Kits and supplies
- Event registrations
- Transportation and travel

#### Expenses Not Eligible for Reimbursement

Grant funds may **not** be used for the following non-allowable expenses:

- Non-academic entertainment
- Preparation of the initial grant application
- Decorative items (e.g., shirts)
- Purchase of facilities or vehicles
- Land acquisition
- Capital improvements
- Permanent renovations
- Food

- Indirect costs (e.g., costs that cannot be easily parsed to a particular funding line, such as the cost of preparing payroll, paying utilities, and employee benefits associated with stipends)

## Grant Narrative Evaluation Rubrics

Grant Narrative: Section One		
Scoring Indicator	Approaching (1)	Meets or Exceeds (3)
Describes the partnership for the purposes of a robotics competition with at least one (1) sponsor, business entity, higher education institution, or technical school		
Describes the acquisition and credentials of an adult robotics team mentor/coach		
Describes the commitment to compete in a robotics competition		
For grades nine through 12, describes a commitment to creating an original, iteratively designed robot <i>Note: This indicator will be included in the overall score when high school teams are included in the proposed grant activities.</i>		
<b>Total</b>		<b>9 / 12 points</b>

Grant Narrative: Section Two		
Scoring Indicator	Approaching (1)	Meets or Exceeds (3)
The robotics competition provider for each level of programming is clearly stated as described in Option 1.		
The school provided requested documentation to support an additional provider as described in Option 2.		
<b>Points for Option 1 or Option 2 included in Total</b>		<b>3 points</b>

Grant Narrative: Section Three		
Scoring Indicator	Approaching (1)	Meets or Exceeds (3)
Evidence of a recruitment process that is open to all students and clearly communicates program supports in place to assist all students is provided.		
Evidence of a system in place to engage resources such as a special education student's Teacher of Record, support services, and accommodations in their formal plan for students expressing interest in participating on a robotics competition team funded through this grant opportunity is provided.		
<b>Total</b>		<b>6 points</b>

Applicants must **meet or exceed all scoring indicators** on the grant narrative to be eligible for receiving *K-12 Robotics Competition Grant* funds.

## Budget Evaluation Rubric

Criteria	Fail (0 points)	Pass (5 points)
<b>Allowable expenditures</b>	Budget narrative and budget summary template include unallowable expenditures.	All expenditures included in the budget narrative and budget summary template are allowable.
<b>Reasonable, allocable, and necessary to fulfill proposed grant activities</b>	Budget narrative and budget summary are not reasonable, allocable, and/or necessary to fulfill proposed grant activities.	Budget narrative and budget summary include expenditures that are reasonable, allocable, and/or necessary to fulfill proposed grant activities.
<b>Budget program levels</b>	Budget summary template is missing projected expenditures for one or more levels of programming described in the grant and budget narratives.	Budget summary template includes projected expenditures for each level of programming described in the grant and budget narratives.
<b>Matching Funds Award Template</b>	Application is missing a completed <a href="#">Matching Funds Awards Template</a> or has an incorrect amount(s).	Application includes a complete and accurate <a href="#">Matching Funds Awards Template</a> .

## State Contracting

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The State of Indiana requires grant recipients to be registered with the state through three separate agencies: Secretary of State's Office, Indiana Department of Administration, and State Comptroller's Office. It is the responsibility of the applicant to confirm that all current corporation/school information is on file prior to submitting the grant application.

### Secretary of State's Office

Review [Indiana's Secretary of State website](#) or call 317-232-6581 to determine if registration is required. Verify if your organization's registration is active [here](#). Please note that individuals are not required to register with the Secretary of State's Office.

### State Comptroller's Office

Complete the [W-9](#) and [direct deposit](#) forms and submit to accounts payable with the State Comptroller's Office at [accountspayable@doe.in.gov](mailto:accountspayable@doe.in.gov) if you are not currently registered as a vendor in Indiana. Direct deposit by electronic funds transfer is required by [Indiana Code 4-13-2-14.8](#) unless a waiver is obtained from the Auditor of State's Office.

### Indiana Department of Administration

The Indiana Department of Administration has launched the Supplier Contract Management System (SCMS) for the processing of state contract and grant agreements. On November 1, 2016, IDOE began utilizing SCM for contract and grant agreements between the state and vendors. To meet the requirements of SCMS and accomplish this collaboration on agreement(s), your organization must register to use SCMS. Instructions for bidder profile registration are located [here](#). The Supplier Portal can be accessed [here](#).

Registration may take several weeks to complete and is required for submission of the grant application. It is the lead applicant's responsibility to ensure registration with all three of the above agencies is completed prior to the grant deadline. Failure to register with the above will result in dismissal from the review process.

## Submission

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Submissions of the grant narrative, budget narrative, budget summary, and Matching Funds Award Template for the K-12 Robotics Competition Grant Application are due by 11:45 pm. ET on Friday, August 23. Contact [TLgrants@doe.in.gov](mailto:TLgrants@doe.in.gov) with any questions regarding this grant.