



Professional Development Grant

SAMPLE APPLICATION

We hope the following document may help provide direction on the detail, quality, and length of a successful proposal. While we encourage you to use this as a helpful guide, we want to emphasize the importance of unique ideas and personalized, thoughtful responses. Please refrain from directly copying the contents of this document, as plagiarism is strictly prohibited. We appreciate your commitment to your professional development and wish you the best in crafting your unique proposal.

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Narrative Responses

Please state your organization’s mission and describe how your organization’s programs directly promote and impact the healthy development of children and youth. Include the number of Indiana youth served and briefly discuss program outcomes.

CurioCraft Science Exploratorium’s mission is to “offer people of all ages, especially children, the chance to explore the marvels of science through interactive exhibits and programs, aiming to spark curiosity, promote exploration, cultivate lifelong learning, and delve into the intersections between science, the arts, and daily life.” CurioCraft currently serves over 70,000 visitors annually including school field trips, families, and social service agencies from 85 counties in Indiana. Of the total annual attendance, over 30,000 are children. In addition to our hands-on gallery and exhibit experiences, CurioCraft hosts a variety of educational programs, workshops, demonstrations, and presentations focused on learning in the sciences and arts. Our hands-on museum exhibits and programs support Indiana Academic Standards, reinforce topics learned in the classroom, and make these topics fun, engaging, and relevant. When children visit CurioCraft, they learn how to think critically, explore, and question the world around them, express themselves creatively, develop scientific literacy, and communicate/collaborate with others. CurioCraft provides educational opportunities for youth through infant/toddler programs, preschool programs, hands-on workshops, weekend family programs, summer camps, and volunteer opportunities for teens to develop healthy work ethics and skills. CurioCraft is a destination for schools throughout south-central Indiana as well as a provider of professional training opportunities for teachers.

Commented [EW1]: The applicant directly and clearly answers each part of the question, beginning with the organization’s mission. Next, they describe outputs including the number served, and finish by providing the listing of programs that are offered and the outcomes that the organization expects to see.

2. Describe the subject matter of the conference or training you plan to attend and discuss how it will support your organization’s mission and strengthen youth programs.

I plan to attend the Association of Science and Technology Centers (ASTC) Annual conference. ASTC is “a global organization providing collective voice, professional support, and programming opportunities for science centers, museums, and related institutions, whose innovative approaches to science learning inspire people of all ages about the wonders and the meaning of science in their lives. Through strategic alliances and global partnerships, ASTC strives to increase awareness of the valuable contributions its members make to their communities and the field of informal STEM learning.”

ASTC and CurioCraft share a dedication to advancing public understanding of science and contributing to the development of a scientifically literate society. The ASTC annual conference is the premier professional development event for science centers and museums around the world, bringing together museum professionals from a variety of backgrounds and providing phenomenal opportunities for networking and relationship building. This year, the conference offers three main content tracks, each of which will strengthen CurioCraft’s capacity to fulfill its mission and deliver quality educational experiences to the youth of our region. The tracks are: leadership and professional development including career development, volunteer engagement, and strategic planning; business operations including communications, development, and community relations; and content and design including exhibit design, educational initiatives, and research and evaluation. Each of these tracks offers a myriad of learning and benefit for my own professional development, as well as the continued success and improvement of CurioCraft. For example, one of CurioCraft’s large scale projects over the next several years is to create a new exhibit space for children ages birth-3 and continue to build and foster science education for the youngest learners and their families. Attending a session such as, “Nobody Puts Baby in a Corner. Spotlight

Commented [EW2]: In their response, the applicant gives a specific example of a project within their organization along with a session they hope to attend and how they expect it to offer insight to assist with this project.

New Families and Reinvent Your Membership,” would provide insight from the field about best practices for engaging young families. This type of session is particularly important since children ages birth-3 is a rapidly growing new audience for CurioCraft and, with the right support, we are well positioned to make important contributions to early childhood STEM learning in Indiana.

3. Describe your responsibilities in your current position and discuss how this opportunity relates to your role and professional development goals. What specific knowledge, skills, and/or abilities do you hope to acquire from attending this training?

I am CurioCraft’s Director of Learning. I oversee all operations of the education department. My responsibilities include: planning the scope of the museum’s educational programming for visitors birth to adult; managing the operation of CurioCraft’s after school program at 9 elementary schools in the county; hiring, supervising, and supporting all education staff and interns; serving as an administrator and curricula planner for CurioCraft’s 21 sessions of summer camp; planning, teaching, and evaluating four weekly early childhood education classes; working interdepartmentally to grow and strengthen our field trip and outreach opportunities for school groups; overseeing various grant partnerships with Indiana University faculty; planning and presenting teacher professional development opportunities; representing CurioCraft’s educational priorities at meetings, in the community, and through CurioCraft’s social media and marketing accounts.

Commented [EW3]: The applicant uses this paragraph to provide a clear and thorough explanation of their job roles and responsibilities.

I am CurioCraft’s only full-time staff member who focuses solely on education, and the only employee with a formal degree in education. Working interdepartmentally with a diversity of staff is something I really enjoy about my job; however, I find it is also very important to connect with staff at other centers whose professional focus is also education. Currently, I make such connections through LinkedIn, email, and various education-focused digital “Communities of Practice” hosted by ASTC. This conference will be my first opportunity to connect in person with other education leaders who I frequently engage with online. These connections can help me avoid myopia and inspire innovation, improvement, and growth within the many initiatives I oversee. From this conference, I am specifically looking for support, learning, and inspiration around the following topics:

Commented [EW4]: In this second paragraph, the applicant concisely describes the ways the conference will bring added value to their role and provides examples of topic areas they hope to explore that are specific to their role.

- *maker-oriented programming*
- *adult science engagement*
- *planning and presenting teacher professional development*
- *best practices for working with school districts*
- *engaging young families*

4. How might you apply what you learn from this opportunity to impact youth? What positive outcomes do you anticipate?

Above I listed five general areas of learning I’d like to focus on at this conference. I will now briefly discuss each area and the impacts and outcomes I hope my learning will have for Indiana youth.

- **Maker-oriented programming/learning:** *The museum has begun prototyping maker-oriented programming. Working with my colleague Ella Heckman, I hope to learn about at least one other maker activity we can easily prototype, and to continue to build our knowledge of what ethos and*

Commented [EW5]: Here, the applicant uses the topic areas listed above to cite specific sessions they plan to attend. They explain how each will bring added value to their work and how it will, in turn, impact the youth they serve.

equipment is needed for a successful makerspace - so youth in central/southern Indiana can have a place to go to explore the design thinking process, be inspired to create new things, and find hands-on applications of STEM concepts. Sessions such as "OpenMAKE: A Making & Tinkering Pop-up Experience" will support this goal.

- **Adult/college-age science engagement:** We currently offer 4 adult-nights annually. I'm looking for models of adult learning engagement that feature more frequent smaller-scale events so we can support adults to feel the science isn't just a "sometime thing" and that learning doesn't stop when school stops. Sessions such as "Red Rover, Red Rover: Advocating for Play in Adult Programming" will support this goal. • Planning and presenting teacher professional development. By learning to plan/lead more effective teacher workshops, ideally with classroom-ready science lessons, CurioCraft stands to impact science education across the State of Indiana. Sessions such as "Teacher Professional Development: A Partnership for Innovation and Creativity" will support this goal.
- **Best practices for working with school districts:** School groups come to CurioCraft for field trips, and CurioCraft educators travel to schools for outreach events. I want to ensure that our programming speaks to the needs and desires of teachers and school administrators. Many museums have more robust outreach and field trip programs than we do, and I hope to learn more about those models so we can continue to build and improve our offerings, thereby reaching even more student learners.
- **Engaging young families:** More and more research is emerging about the importance of starting STEM learning at birth, and of helping parents/caregivers support and encourage their child's exploration of science. I want to attend sessions such as "Supporting and engaging under-resourced families with early learners: Strategies, programs, and partnerships," to learn more about how other museums engage families with very young children. This knowledge will be put into practice as I, within the next year or so, work to develop parent-education classes in tandem with CurioCraft's new infant/toddler exhibit area.

5. Describe how you have determined that this professional development opportunity is of high quality.

This can be done in any of the following ways:

- **Describe how the opportunity is researched based.**
- **Describe the ways in which you know the facilitating organization to be reputable.**
- **List the way the training is aligned to core knowledge and competencies for your field.**
- **Describe how this opportunity fits into a larger professional development plan for your organization and your role.**

The Association of Science and Technology Centers represents over 600 member organizations including science centers, museums and non-profit organizations. The conference will host over 100 sessions presented by leading experts in the field and grounded in first-hand experience, best practices, and research. As I've stated elsewhere, the ASTC annual conference is the premier professional development event for science centers and museums around the world. This will be my first opportunity to attend the conference, as well as my first time presenting at a national/international level conference. This opportunity fits into both my personal and organization professional development plan and - as I'd detailed elsewhere in this application - has a great potential to positively impact our long-term mission of providing opportunities for people of all ages, especially children, to experience the wonder and excitement of science through hands-on exhibits and programs.

Commented [EW6]: The applicant expands on the bulleted examples listed in the prompt. They provide information about the size and reputation of the conference and explains how it fits within their personal and organizational professional development plan.

Opportunity Documentation



ASTC 2023 Annual Conference

October 7–10, 2023
Charlotte, North Carolina, USA

Schedule Overview

Subject to Change

All Times EDT

Please access the [full conference program](#) for complete details about sessions, including descriptions, presenters, and tracks. You can also begin curating your own conference schedule by logging in; you will need the Access Key specific to your registration, which you can get by clicking "Forgot Access Key" link from the login screen.

[Access the full conference program](#)

Friday, October 6, 2023

8:00 a.m. – 5:00 p.m.	Registration Open
9:00 a.m. – 6:00 pm	Preconference ASTC Intensives (half-day and full-day)^
3:00 p.m. – 4:45 p.m.	Tree Walk with TreesCharlotte ^
6:00 p.m. – 7:00 p.m.	Navigation and Networking Gathering ^ <i>Open to all; first-time attendees especially invited.</i>
7:30 p.m. –	Preconference Meet-Ups <i>Duke Energy Innovation Center at Optimist Hall, 340 E. 16th Street</i> <i>Food and drink available for purchase.</i> <i>Click here for a list of groups expected to meet.</i>

Saturday, October 7, 2023

Commented [EW7]: The following two pages are an example of the uploaded "Opportunity Documentation" required. Please note that the following MUST be present:

- Name
- Date
- Location
- Price
- General information such as a description of the content or audience, or a schedule of sessions.

Important Note: You may feel compelled to simply copy and paste a hyperlink to the conference website to a word document and upload that as your Opportunity Documentation - **this will lead to your application being denied.** All required information must be present and visible within the document that is uploaded.

Commented [EW8]: Tip: To consolidate information from multiple sources into a single document for upload, we recommend taking screenshots or snippets of each source and pasting them into a document like Word. To take a snippet, simply hold down (Windows key + Shift + S) on a PC or (Shift + Command + 4) on a Mac. This will allow you to capture an area of your screen that can be pasted wherever you choose.



ASTC 2023 Annual Conference

October 7–10, 2023
Charlotte, North Carolina, USA

Registration Information

Thank you for your interest in joining us for the ASTC 2023 Annual Conference. Registration is now open!

[REGISTER NOW](#)

In addition to covering the costs for meeting rooms, audiovisual, food and beverage, travel for plenary speakers, and more, your registration also enables ASTC to support and serve our community in other ways, including advocating on behalf of our field, hosting ongoing conversations to connect with and learn from colleagues, offering professional development opportunities throughout the year, and more. We also invite you to consider adding a voluntary donation to your registration, which will help make the conference available to those less able to pay.

Registration Rates		
	Affiliated with an ASTC Member*	Non-Member
EARLY BIRD June – August 7, 2023	\$630	\$870
ADVANCE August 8 – September 11, 2023	\$730	\$970
REGULAR September 12 – October 9, 2023	\$800	\$1,040

*Membership in ASTC is by organization, and member pricing for conference registration applies to those currently affiliated with

Commented [EW9]: Sometimes, all of the required elements cannot be found within a single web page. It is acceptable and encouraged to provide as many pages as necessary to capture all required elements.

In this application, a second page was captured to display the pricing information not present on the first page.

Travel Documentation – Hotel



ASTC 2023 Annual Conference

October 7–10, 2023
Charlotte, North Carolina, USA

Hotels

ASTC is pleased to offer access to discounted hotel accommodations for the ASTC 2023 Annual Conference within short walking distance of Charlotte Convention Center, where most conference activities will be held.

We strongly encourage you to book as part of the conference room block. Not only will you be close to conference activities and other participants, you will help ensure that ASTC meets its contracted commitments, which help hold down the overall conference costs.

Hotel	Single/Double Rate	Reservation Deadline
The Westin Charlotte	\$219*	September 11, 2023
Embassy Suites by Hilton Charlotte Uptown	\$189*	SOLD OUT
JW Marriott Charlotte	\$219*	SOLD OUT

*Conference rate sold out for selected nights. Please call the hotel to inquire about other rates.

All rates are per night in U.S. dollars and are subject to applicable taxes.

Commented [EW10]: The following three pages are examples of travel expenses that you may request reimbursement for. Please note that you will only have the ability to request reimbursement for *one* travel expense (hotel, mileage, or airfare).

Commented [EW11]: The important aspects to display when requesting hotel reimbursement is the cost per night. This can either come from the conference website, the hotel's website, or even an emailed hotel receipt.



Travel Documentation - Mileage

The screenshot shows a navigation application interface. At the top, there are icons for different travel modes: Best, Car (8 hr 46), Bus (18 hr), Walking (8 days), Bicycling (2 days), and Airplane (1 hr 38). Below these are input fields for the starting location, "Indiana Youth Institute, 55 Monument Cir", and the ending location, "Charlotte Convention Center, 501 S College St". A "Send directions to your phone" button is visible. The main part of the screen displays a map of the Eastern United States with three routes highlighted. The first route, "via US-35 E and I-77 S", is 575 miles and takes 8 hr 46 min. The second route, "via I-77 S", is 588 miles and takes 8 hr 55 min. The third route, "Indianapolis, IN—Charlotte, NC", is 1 hr 35 min and starts from \$177. A bottom section titled "Explore nearby Charlotte Convention Center" includes icons for Restaurants, Hotels, Gas stations, Parking Lots, and More.

Route Description	Distance	Time
via US-35 E and I-77 S	575 miles	8 hr 46 min
via I-77 S	588 miles	8 hr 55 min
Indianapolis, IN—Charlotte, NC	-	1 hr 35 min

Commented [EW12]: The important aspects to display when requesting mileage are the starting location, ending location, and the number of miles between them.

Travel Documentation – Flight



Hi, Jane!

Rapid Rewards #*****

Upcoming flight details

The receipt information below does not include any add ons during purchase, flight changes, flight cancellations, or in-flight purchases.

OCT 7-11

Confirmation #*****

 **Charlotte, NC**

Indianapolis, IN to Charlotte, NC

Summary

PASSENGER	FARE TOTAL
Jane Doe	\$439.96

Pricing details

ROUTING	DATE	FARE TYPE	FARE
IND to CLT	10/7/23	<u>Wanna Get Away</u>	\$190.77
CLT to IND	10/11/23	<u>Wanna Get Away</u>	\$190.77
Taxes & fees			\$58.42
Total			\$439.96

Commented [EW13]: Because flight prices change frequently, we request that your flight be purchased in advance and that a receipt be submitted with your application if requesting reimbursement for these costs. The uploaded document should be a receipt of purchase for your flight.

501(c)(3) Determination Letter

INTERNAL REVENUE SERVICE
P.O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

MAY 31 2000

CURIOCRRAFT SCIENCE EXPLORATORIUM
C/O JANE DOE
500 MAIN STREET
INDIANAPOLIS, IN 46204

Employer Identification Number:
35-3498156
DLN:
18751345982541 ID# 31094
Contact Person:
JANE DOE
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)
Effective Date of Exemption:
May 31, 2000

Dear Applicant,

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal Income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

Commented [EW14]: While the general layout and/or language on this document may vary, this is a good example of what an IRS 501(c)(3) Determination Letter will look like. The most important aspects of this letter are that it be from the IRS and that it state the 501(c)(3) somewhere within.

A ST-105 or NP-1 form are also accepted for schools, universities, or government entities.

Financial Documentation - W9

Commented [EW15]: Remember, your W-9 and ACH Authorization Form *MUST* be submitted using the information for your organization. **Applications with personal financial information will be denied.**

Form W-9
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
CurioCraft Science Exploratorium

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see instructions) ▶ **Non Profit Corporation Under IRS Section 501(c)(3)**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
500 Main Street

6 City, state, and ZIP code
Indianapolis, IN 46204

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
3	5	-	3	4	9	8	1	5	6

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ *Jane Doe* Date ▶ 1/1/2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/ir9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Commented [EW16]: Don't forget the signature! This is an often missed part of this form.

Financial Documentation – ACH Authorization Form

Indiana Youth Institute Authorization Agreement for Direct Deposits (ACH Credits)

NAME/ORGANIZATION NAME: CurioCraft Science Exploratorium
ADDRESS: 500 Main Street
PHONE NUMBER: 317-123-4567
PRIMARY CONTACT: Jane Doe, CFO
PRIMARY CONTACT EMAIL: jdoe@ccse.org

I (we) hereby authorize Indiana Youth Institute, Inc., hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) Checking Savings account (select one) indicated below and the depository names below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

DEPOSITORY NAME: CurioCraft Science Exploratorium
BANK NAME: PNC Bank
ROUTING NUMBER: 043000096 ACCOUNT NUMBER: 00012345678

This authorization is to remain in full force and effect until COMPANY has received written notification from DEPOSITORY of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

NAME(S): Jane Doe TITLE(S): CFO

(PLEASE PRINT) (IF APPLICABLE)

DATE: 01/01/2024 SIGNATURE(S): Jane Doe

(In order to ensure the correctness of the depository information, please attach a voided check (checking) or blank deposit ticket (savings) to the Authorization Form.)

Form updated: 9/12/2019

Commented [EW17]: Remember, your W-9 and ACH Authorization Form *MUST* be submitted using the information for your organization. **Applications with personal financial information will be denied.**