Request for Proposal (RFP) for Hosting NASA Day Event

Introduction:
NASA West Virginia Space Grant Consortium is excited to announce an opportunity for Affiliates to host their own NASA Day event, celebrating science and participating in STEM. We are offering a $3000 grant to support the execution of this event.

Event Description:
NASA Day is an event dedicated to inspiring students and the community about STEM. Activities may include guest speakers, hands-on science experiments and workshops. NASA WV Space Grant Consortium will host its annual NASA Day 2024 on November 7th at the Clay Center for the Arts and Sciences. We welcome you to attend and join us to experience NASA Day for yourself.

Your NASA Day should take place in Spring or Summer 2025.

Purpose:
This RFP provides guidelines and examples for using the $3000 budget to successfully host a NASA Day event. The grant can cover expenses such as food, venue, non-faculty event staff salaries and guest speaker honorariums.

Final Report:
As part of the deliverables, a short summary report will be required within 30 days of the event's completion. A report template will be shared.

Budget Guidelines:

1. **Food and Beverages:**
   - Catering for event attendees
   - Snacks and refreshments for participants and volunteers
2. **Venue:**
   - Rental fees for event space (if applicable)
   - Setup and cleanup costs
3. **Salaries:**
   - Compensation for graduate assistants, undergraduate workers, or part-time staff assisting with the event
        i. Funds cannot be used for faculty salaries. The minimum pay for UG is $15 an hour, and for Graduate students, it is $20 an hour (or the pay at the institution if it is higher); staff pay would be the actual hourly rate of the staff helping and is limited to $1,000. Include the rate of pay and hours worked in the budget.
4. **Materials and Supplies:**
   - NASA-themed/STEM-related science experiment kits

- ○ NASA-themed promotional materials (flyers, banners, swag bags etc.)
  - ○ Printing costs for educational materials (if applicable)

- - **Example Budget:**

Expense Category	Description	Estimated Cost
Food	Catering for attendees (sandwiches, snacks and drinks)	$1000
Venue	No-cost (use of school facility)	$0
Salaries	Compensation for 2 graduate assistants (20 hours @ $20 per hour = $400 each)	$800
Materials & Supplies	NASA science experiment kits & promotional materials	$700
Guest Speaker	Honorarium for a local scientist	$500
Total		$3000

Submission Requirements:

Interested Affiliates should submit the following:

1. **Proposal Summary:**
   - ○ **2-page max** description of how the school plans to organize and execute the NASA Day event. Include an overview of proposed activities, schedules, and roles of workers, including who the faculty or staff lead is.
   - ○ This event can be open to all K-12 students, limited to specific grade levels or community members. In the proposal, ensure that you describe your target audience.
2. **Budget Plan:**
   - ○ A detailed budget breakdown indicating how the $3,000 grant will be allocated, with justification.
3. **Timeline:**
   - ○ Proposed timeline for planning, promotion, and execution of the event.

Due Date: October 28, 2024, 11:59 p.m.

Proposals must be submitted online only. Proposals received after the deadline will not be considered.

Please submit the online application here. (https://forms.gle/2BbK4rH5szyExf3z6)

For more information and additional requirements, please visit the program page. For all questions regarding budget-related or proposal format issues, please contact the NASA WV SGC office at (304) 293-3927 or email: candy.cordwell@mail.wvu.edu