



## Grant Application for School Radio Station Equipment from the ARRL Education & Technology Program

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Amateur Radio is a significant resource for the classroom teacher in the education of America's youth for life and work in a global, technological society. Applications of wireless technology in the classroom help children to become employable, informed, conscientious citizens. ARRL, a national association for Amateur Radio, has developed an education program to introduce teachers to this resource and enable them to make the most effective use of it in their classrooms.

The Education & Technology Program offers three types of resources to teachers and schools.

1. Resources for instruction, including kits and projects
2. A professional development opportunity, the Teachers Institute on Wireless Technology (open to licensed and unlicensed teachers)
3. Grants for radio stations and related equipment

To qualify for a radio station equipment grant, a school should be willing to:

- Use Amateur Radio as an enrichment program, as part of a unit of curriculum, or as a club activity at the school
- Actively seek funding for ongoing support of the program from a variety of sources after the initial phase is implemented
- Get the support of local licensed ham volunteers to provide the school with technical assistance and also to provide support for other resources
- Use hands-on projects as part of the curriculum
- Provide feedback to the ARRL about the use of resources provided under the grant and impact in the school

Qualifying schools must be located in the US and be a 501(c)(3) non-profit school organization.

The application on the following pages should be used as a template for the school's grant application. Clarifying guidance is given in each section of the application to help the applicant provide relevant information for consideration. Applicants should remove the clarifying information and replace it with the specific information for the applying school. Applications that provide a clear plan for use of the equipment and state clear learning objectives are most likely to receive approval. If you have questions about the application or the application process do not hesitate to contact Debra Johnson, K1DMJ, Education Services Manager, at the phone number or e-mail address below.

Schools should submit the application to the address provided at the end of the application. The ARRL accepts applications for **deadlines on November 1 and May 1** of each year. Applications will be reviewed by a committee of the ARRL Board of Directors. Schools are usually notified of application decisions within 90 days after the application deadline. Schools that have been awarded a grant will be asked to complete a letter of acceptance acknowledging their compliance with the expectations of the grant award.

***Direct questions and send applications to:***

ARRL Education & Technology Program  
Attn: Debra Johnson, K1DMJ  
225 Main Street  
Newington, CT 06111  
Phone number: (860)-594-0296    e-mail: [djohnson@arrrl.org](mailto:djohnson@arrrl.org)



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Date of Application: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Call Sign (not required) \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ City State ZIP

Home Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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School District: \_\_\_\_\_

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ City State ZIP

School Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

School (District) Federal Tax ID # \_\_\_\_\_ - \_\_\_\_\_

*Please provide some demographic information:*

How would the local school community be classified?

Urban  Suburban  Rural  Other \_\_\_\_\_

Is the school  Public  Parochial  Private  Other \_\_\_\_\_

Grade levels of instruction in the school (ex: Middle School 6-8) \_\_\_\_\_

What is the population of the school? \_\_\_\_\_

How many students will participate in the program supported by this grant? \_\_\_\_\_

The percentage of the overall student population:  
Who are eligible for free or reduced priced lunches \_\_\_\_\_ %  
Who are eligible for Title1 services \_\_\_\_\_ %  
Who receive special education services \_\_\_\_\_ %

Is the school identified as needing improvement as identified by the State's criteria?  
Yes / No

*A copy of any state mandated school accountability report should be attached to the application.*

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Local Amateur Radio Club: \_\_\_\_\_

Local Amateur Radio Club Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ or Phone #: \_\_\_\_\_

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## **Project Proposal**

### **1. Summary**

In this section of the application provide a two or three sentence summary of the proposal. The summary should help the reader follow the argument for approving the grant request. Summary material is the type of information that is given to the ARRL Review Committee when they consider the value of the proposed project and decide which schools should be selected.

### **2. Organizational Information**

In addition to the specific address and contact information on the first page of the application, comments you submit for this section should include two or three sentences of convincing information that the applicant is committed to the proposal and will follow through. Statements about the mission of the school, who it serves, community involvement in the school, and any track record of achievement would be good examples of convincing information.

### **3. Project Description**

Give a comprehensive description of the proposed project. Conclude this section with a discussion of the benefits that the proposed project would have for the students.

#### **4. Work Plan/Specific Activities**

Explain the sequence that the school plans to use to implement the proposed project after the grant is received. When developing this sequence consider:

- a) How many and what grade level students will be participating in the project? What is the expected outcome of their participation?
- b) What steps need to be accomplished by the sponsoring teacher to implement the project? (i.e., approval by school committees, peer review, site administration, site council, School Board, etc.)
- c) What has already been done? (i.e., curriculum components already in use or piloted, in-school demonstrations by supporting ham radio club, existing complimentary curriculum in place, etc.)
- d) List the specific equipment that you need through the grant program to meet the goals of your proposed program.
- e) Who is going to provide oversight of the project and what are their qualifications?
- f) When do you anticipate the project will begin to benefit the students?

#### **5. Impact of the activities.**

In a few sentences describe what impact the project will have on the success of the participating students. What is expected to change as a result of the project? These questions are hard to define, difficult to answer, and even harder to measure success...but serious thought needs to be given to the content of this section of the application.

#### **6. Evaluation.**

Explain how the applicant will know when the desired impacts are being achieved. Specifically describe the assessment tool(s) that will be used to measure if the project has been successful, is on track, or needs adjustment. Provide samples of assessment tools. What type of statistics and record keeping are planned? When will the statistics be gathered and compiled, who will do the analysis, and who will receive the analysis?

#### **7. Other Funding.**

What other sources of funding and support are being dedicated to the project? Included here are other resources that are committed to the project, which are not always money (in-kind matching funds and sweat equity effort of other staff and volunteers).

#### **8. Future Funding.**

Your project should continue beyond the period of time for the initial funding support. Provide information on how it will be supported in the future.

**9. Budget.**

Provide a simplified budget that indicates how the project funds will be spent. Project grants are primarily equipment packages. However, other sources of funding are required. Documenting how these other sources of funding or in-kind contributions to the program will be spent would be provided in this section.

**10. Additional/Supplementary Information.**

Include supporting documentation (including publicity efforts) for your program.

**11. Antenna Installation Approval.**

Ensure that your planned antenna installation has received the required approval from the appropriate school or district authority.

Antenna installation coordination/authorization:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print or type): \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Teacher

Teacher Name (print or type): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal

Principal Name (print or type): \_\_\_\_\_

Return application to: ARRL Education & Technology Program  
Attn: Debra Johnson, K1DMJ  
225 Main Street  
Newington, CT 06111

Deadline: Postmarked by November 1st or May 1st  
Phone number: (860)-594-0296  
e-mail: [djohnson@arrl.org](mailto:djohnson@arrl.org)

Note: No grants will be made to applicants with pending (or within a year) application to the ARRL Foundation’s Victor C. Clark Your Incentive Program.