Congratulations on your successful application for a Teen Science Café Network Small-Grant!

Please review, sign, and return the Small-Grant Agreement to complete your award application.

**Small-Grant Expectation Agreement**
Submission of this document completes your application for a Small-Grant of up to $3,000 for your organization. Science Education Solutions will issue the Small-Grant fund to your institution.

**Small-Grant Expense Guidelines**
Small-Grant recipients will receive a check for up to $3,000 to cover staff time, materials, and other applicable costs directly related to implementing their proposed Teen Science Café project. Small-Grant funds cannot be used to pay for indirect costs or alcohol. Small-Grant recipients will be expected to keep all receipts, and Science Education Solutions reserves the right to request documentation for any charges. Any funds remaining unspent at the end of the grant year must be returned to Science Education Solutions, unless an extension of the grant is requested and awarded. We encourage all awardees to be judicious in the spending as the funds can be used for multiple years, on request. By signing and returning this expectation form, your institution is agreeing to do the following:

1. Implement the proposed Small-Grant project.
2. Submit an annual report to the Teen Science Café Network by the end of the grant year that describes the Small-Grant expenditures and their impact.
3. Provide data on the number of teens served, ages of teens, and general demographics of the population you are attracting to the program. We strongly encourage reaching out to students who may not see themselves in STEM careers, but who have the potential for such careers, and to students who have never been exposed to STEM careers. We are seeking to serve “Not the Usual Suspects”, rather those who could benefit from a new experience.
4. Post Cool Café reports monthly, participate in the New Member Webinars, contribute to forum discussions, and write relevant blog posts for sharing with the Teen Science Café Network. We love to hear about the activities at each of our sites.
5. Notify Science Education Solutions staff if unforeseen circumstances prevent you from completing your plan and return unspent funds.
6. The Teen Science Café Network aims to share lessons learned through Small-Grant work with others in the Network. For this reason, any programs or products (such as training handouts or evaluation documents) created with the Small-Grant funding must be licensed with a Creative Commons Attribution-Noncommercial-Share Alike 3.0 license and submitted to the TSCN Resource Catalog. Where applicable, resources and products should be credited using the following language: “Developed with support from the Teen Science Cafe Network, using funding from the National Science Foundation under Award Number 1223830”.


We will begin processing the check once the signed agreements have been received. Please sign, scan and email this document to Michelle Hall (hall@scieds.com). Funds will be in the form of a check from Science Education Solutions to your institution.

I agree to use this Small-Grant for non-profit educational purposes according to the above terms.

Printed Name (participant) ________________________________________________

Signature (participant) __________________________ Date: ______________

Contractual representative (print) __________________________________________

Signature (contract rep) __________________________ Date: ______________

On Behalf of (Institution): ______________________________________________

Address: _______________________________________________________________