

## 2024 REQUEST FOR PROPOSALS

# CITGO STEM PROGRAM

APPLY ONLINE AT OUR ONLINE GRANTS MANAGEMENT PORTAL [Versaic-Client](#)

An education in Science, Technology, Engineering and Math (STEM) can pave the way to an exciting and rewarding career for today's students. As demand increases for skilled workers, an education in STEM gives students the power to find better jobs and economic opportunities. To help meet the challenge of increasing the number of an educated workforce to support our communities, CITGO funds STEM education programming to encourage students to pursue STEM education and career opportunities.

CITGO invites qualified organizations and private and public educational institutions to submit project proposals to promote Science, Technology, Engineering and Math activities through the STEM Program.

### Program Priorities

The goal of the CITGO STEM Program is to increase the number of students graduating high school and entering STEM-related post-secondary degree and/or certification programs leading towards technical and professional careers in their community.

CITGO supports programming for STEM education and career pathways for youth that:

- Drive interest and exploration in STEM
- Increase confidence and proficiency in STEM concepts
- Grow and increase 21<sup>st</sup> Century skills in innovation
- Increase pipeline of students enrolled in STEM post-secondary certifications and degrees
- Enhance community partner relationships and engage CITGO employees

### Applicant Criteria

To be eligible to apply, the Applicant organization ("Applicant") must meet the following criteria:

1. The Applicant must be a public school or a tax-exempt organization under Section 501(c)(3), Title 26 of the Internal Revenue Code, classified as a public charity under Section 509(a)(1) and operate exclusively for charitable, scientific, or educational purposes;
2. The Applicant must provide charitable, scientific, or educational services in the communities in or immediately surrounding Corpus Christi, Texas; Houston, Texas; Lake Charles, Louisiana; or Lemont, Illinois;
3. The Applicant must not be organized primarily for political, sectarian, fraternal, professional, veteran, or religious purposes, except for religious organizations that are educational in nature and offer their educational benefits to the entire community, without any form of discrimination; and
4. The Applicant must not employ any individual employed by: (i) CITGO, Petróleos de Venezuela S.A. ("PDVSA"), or any affiliate or subsidiary of CITGO or PDVSA, or the spouse or equivalent, ancestor, child or child's spouse/equivalent, grandchild or grandchild's spouse/equivalent, or great-grandchild or great-grandchild's spouse/equivalent of anyone employed by same; and/or (ii) any governmental agency with responsibility for decisions affecting the business interests of CITGO, PDVSA, or any affiliate or subsidiary of CITGO or PDVSA.

## Award Information

1. Funding Availability - This Request for Proposal includes the potential for available funding designated for the CITGO STEM Program. There are no guarantees that sufficient funds will be available to make awards for proposals.
2. Award Size - Grants may be awarded in funds ranging from \$5,000 to a maximum of \$150,000. Average awards range from \$25,000-\$50,000.
3. Project Period - Applicants should plan on implementing CITGO grant project activities no later than October 1, 2024. Project activities should be completed within twelve (12) months of execution of a grant agreement between the Applicant and CITGO. Application should plan to end CITGO grant project activities no later than September 30, 2025.
4. Budget Guidelines - If funding is available and awarded to an Applicant, the funding will be available for:
  - a. Project Implementation: day-to-day management of the approved activities.
  - b. Operation and Administrative Costs: administrative staff salaries, utilities, rent, supply expenses, and other expenses, as described in the approved project proposals. Operation and administrative costs are not to exceed 20% of the total funding request.

## Application and Grant Process Requirements

1. Any organization seeking funding must first submit a proposal using the CITGO-designated online system. Any incomplete application may delay or cause denial of the application. Proposals will not be considered after July 21, 2024. All applications must be completed in English.
2. All documentation submitted to CITGO will be maintained by CITGO for its sole use and benefit according to its records retention policies and practices. Submitting

organizations acknowledge that no information submitted will be returned to them, and Applicant should maintain a copy of all records as the Applicant deems appropriate. Applicants may be asked for additional information. Completion of the project description form does not guarantee funding or other support from CITGO.

3. CITGO reserves the right to amend or terminate the CITGO STEM Program at any time and without notice.
4. If an Applicant is selected by CITGO to receive a grant, Applicant's receipt of the grant will be conditioned on the Applicant's satisfactory completion of the CITGO due diligence process and submission of such other documentation requested by CITGO.
5. Applicants can track the status of their proposals through the online application portal. Applicants will be notified of funding decisions after receipt of the application and all required documentation is evaluated.
6. Funding decisions are made at the sole discretion of CITGO in accordance with the policies and procedures of CITGO as well as other factors. Funding decisions are not subject to review or appeal. If approved for funding, any awarded amounts will be sent directly to the recipient Applicant after receipt of an executed grant agreement and all other required documentation.

## Evaluation Criteria for Proposals

CITGO will evaluate proposals with the following criteria:

- Summary/description of project
- Description of targeted beneficiary
- Need/Justification
- Measures of Success
- Activities
- Budget
- Other factors deemed appropriate by CITGO

## Proposal Details and Questions

In this section, Applicants may review the information and proposal questions in the online application. There is additional guidance in the Outcomes and Activities Section with an example for your reference. Generally, there are no word count or character limitations; however, it is recommended to be as concise as reasonably possible.

### Organization Contact Information

- Organization Name
- Organization Address (line 1)
- Organization Address (line 2)
- Organization City
- Organization State
- Organization Zip Code
- Organization Phone

### Organization Mailing Information

- Organization Mailing Address (line 1)
- Organization Mailing Address (line 2)
- Organization Mailing City
  
- Organization Mailing State
- Organization Mailing Zip Code

### Contact/Fiscal Sponsor Information

- Contact First Name
- Contact Last Name
- Contact Job Title
- Contact Phone Number
- Extension # (if applicable)
- Contact Email Address
- If your organization is awarded a grant, please provide information on the individual who is authorized to sign a CITGO Agreement.
  - Provide information about the project by answering the questions below
- Description of project: What is your project?
- Description of beneficiaries: Who are the target beneficiaries?
- Description of need/justification: Why is your project needed?
- Please list partners (if applicable) that will participate or work on this project.

### Outcomes and Activities

The goal of the CITGO STEM Program is to increase the number of students graduating high school and entering STEM-related post-secondary degree and/or certification programs leading towards technical and professional careers in their community.

- Signee First and Last Name
- Signee Job Title
- Signee Email Address
- Is your organization applying as a fiscal sponsor? If yes, please answer the following questions.
- Note: Fiscal Sponsor Information only required if a fiscal sponsor is used. A fiscal sponsorship is when a nonprofit organization extends its tax-exempt status to a select group engaged in activities related to the organization's mission.
- Sponsored Organization Name
- Sponsored Organization Address (line1)
- Sponsored organization Address (line 2)
- Sponsored Organization City
- Sponsored organization State
- Sponsored Organization Zip Code
- Sponsored Organization Contact First Name
- Sponsored Organization Contact Last Name

### Organization Information

- Organization Identification Number (EIN)
- Organization Mission

### Request Information

- Project Name
- Is this an existing project?
- Does this project need School Board or other approval before implementation?
- Full Project Budget (total \$ amount needed to fully complete project)
- Grant Amount Requested from CITGO (\$)
- Project Start – Be prepared to begin CITGO grant on October 1 of this year
- Project End – Be prepared to end CITGO grant on September 30 next year
- Project Summary

CITGO prioritizes funding for programming that focuses on achieving one 1 (one) or more of the following outcomes:

- **Interest and Exploration:** Increased interest in STEM activities and concepts. Active participation and exploration of STEM concepts
- **Confidence and Proficiency:** Demonstrates competence in knowledge, skills, content, etc. in STEM activity or class in relation to standards or explicit expectations
- **Persistence and Application:** Demonstrates continued engagement in STEM related activities in coursework,

- technical education pathways, post-secondary majors and certification programs
- **Innovation:** Demonstration of improved innovative skills such as critical thinking, creative problem solving, interpersonal skills, analytical thinking, adaptability, collaborative work, decision making and curiosity

**List and identify the Activity, Outcome, Measure of Success, and Metric**

Please list the activity or activities with the outcome, measure of success, and the metric for that activity. Only list those that will be directly supported by the CITGO grant. A maximum of 10 activities may be listed and a minimum of 1 activity may be listed.

Note: In this section, there is a separate line to list activities per outcome listed above. Applicants may add activities to one or multiple outcome areas. If there is an activity that applies to more than one outcome area, applicants may list it in each relevant outcome.

**EXAMPLE**

Activity	Outcome	Measure of Success	Metric
After-School Physics Club	Confidence and Proficiency	Competency in physics	% of students who pass end of year physics exam
After-School Physics Club	Confidence and Proficiency	Increased confidence	% of students who express increased confidence in post-survey
Robotics Team	Interest and Exploration	Increased participation	% increase of student participation in teams
Engineering Class	Persistence and Application	Continued persistence	% of students in class who earn a STEM/STEAM seal on their diploma
Engineering Class	Innovation	Improved skills	% increase of students who place in drone competition

- Does your project aim to support a different or additional outcome? If yes, please describe
- Provide the number of students and educators that will be directly impacted or benefited by CITGO funds.
- Provide the number of scholarships to be awarded with CITGO funds (if any).

**Budget Information**

- List and identify the Project Implementation Costs
  - These can also include direct costs.
- List and identify the Operation and Administrative Costs
  - Operation and administrative costs are not to exceed 20% of the total funding request.
  - These can also include indirect costs.

**Proposal Review and Evaluation:**

All proposals will be reviewed and scored in accordance with the Evaluation Rubric attached in the Annex.

## ANNEX: EVALUATION RUBRIC

Criterion	4 Exceptional	3 Very Good	1 Needs Improvement	0 Insufficient Information or poorly communicated
<b>Summary/ Description of Project</b> <ul style="list-style-type: none"> <li>• Aligns with CITGO goal(s)</li> <li>• Clear, logical, and easy to understand</li> </ul>	<ul style="list-style-type: none"> <li>• The project is strongly aligned with CITGO goals</li> <li>• The summary description of the project is clear and concise</li> <li>• Project description is detailed and clear with strong evidence of careful planning, thought and research</li> </ul>	<ul style="list-style-type: none"> <li>• The project is aligned with CITGO goals</li> <li>• The summary description completed is clearly stated</li> <li>• Project description is general, but it is still a good project that can be understood</li> </ul>	<ul style="list-style-type: none"> <li>• The project is weakly or not aligned with CITGO goals</li> <li>• The summary description of the work to be completed is addressed but vague at times</li> <li>• Project description needs clarity and further planning. Still, it is possible to understand what the project is</li> </ul>	<ul style="list-style-type: none"> <li>• The project does not address CITGO goals</li> <li>• The summary description of the work to be completed is hard to understand</li> <li>• Unclear project description or lacks planning and research</li> </ul>
<b>Description of Targeted Beneficiary</b> <ul style="list-style-type: none"> <li>• In the CITGO geographic area</li> <li>• Priority to poorly resourced communities</li> </ul>	<ul style="list-style-type: none"> <li>• Project Activities / Beneficiaries are in HQ and/or refinery areas</li> <li>• Project Activities / Beneficiaries are in poorly resourced communities</li> <li>• STEM activities located in CITGO Innovation Academies</li> </ul>	<ul style="list-style-type: none"> <li>• Project Activities / Beneficiaries are in HQ and/or refinery areas</li> <li>• Project Activities / Beneficiaries are in a mix of poorly resourced communities and those with more resources</li> <li>• STEM activities located in CITGO Innovation Academies</li> </ul>	<ul style="list-style-type: none"> <li>• Project Activities / Beneficiaries are in operational or market area</li> <li>• Project Activities / Beneficiaries are targeted in highly resourced communities</li> </ul>	<ul style="list-style-type: none"> <li>• Project Activities / Beneficiaries are outside operational or market area</li> <li>• No information on who will benefit or socio-economic status of benefit of beneficiaries</li> </ul>

## ANNEX: EVALUATION RUBRIC

Criterion	4 Exceptional	3 Very Good	1 Needs Improvement	0 Insufficient Information or poorly communicated
<b>Need/Justification</b> <ul style="list-style-type: none"> <li>• Statement with evidence that project is significant/needed in organization</li> </ul>	<ul style="list-style-type: none"> <li>• Strong rationale and significance of proposed work. Explicitly addresses specific needs that are backed by data and/or experience</li> </ul>	<ul style="list-style-type: none"> <li>• Description depicts the need for the project and/or the language clearly describes current status</li> </ul>	<ul style="list-style-type: none"> <li>• No explicit need or justification is written, but you can infer from the description that there is a need being addressed</li> </ul>	<ul style="list-style-type: none"> <li>• Unconvincing or no evidence of need presented, or grant proposal does not address need stated</li> </ul>
<b>Measure of Success</b> <ul style="list-style-type: none"> <li>• Target Metrics</li> <li>• Verification</li> <li>• Description</li> </ul>	<ul style="list-style-type: none"> <li>• Target Metrics measure success of the proposed outcome</li> <li>• Description of what success looks like linked to the outcome and/or goals</li> </ul>	<ul style="list-style-type: none"> <li>• Target Metrics included, but they may not have the strongest correlation to the proposed outcome</li> <li>• Somewhat of a description of what success looks like</li> </ul>	<ul style="list-style-type: none"> <li>• No Target Metrics are included, but there is a description of what success looks like in the Project Summary and/or Outcomes &amp; Activities sections</li> </ul>	<ul style="list-style-type: none"> <li>• No definition of success</li> <li>• No measurement plan in place</li> </ul>

## ANNEX: EVALUATION RUBRIC

Criterion	4 Exceptional	3 Very Good	1 Needs Improvement	0 Insufficient Information or poorly communicated
<b>Activities</b> <ul style="list-style-type: none"> <li>• Correlate to outcomes</li> <li>• Clear</li> </ul>	<ul style="list-style-type: none"> <li>• Clear and strong correlation between the proposed activities and the outcome</li> <li>• Activity plan is clear and aligns with the project summary</li> </ul>	<ul style="list-style-type: none"> <li>• Correlation between proposed activities and the outcome</li> <li>• Activity plan relates to the project summary</li> </ul>	<ul style="list-style-type: none"> <li>• Activities are not fully described and assumptions are needed to find correlation to the outcomes</li> <li>• Activity plan is different than some or all of the project summary</li> </ul>	<ul style="list-style-type: none"> <li>• Unclear on how activities correlate to the outcomes</li> <li>• Activities don't relate to the project summary</li> </ul>
<b>Budget</b> <ul style="list-style-type: none"> <li>• Detailed</li> <li>• Good use of resources</li> </ul>	<ul style="list-style-type: none"> <li>• Budget outlines in detail how funds will be spent linked to planned activities</li> <li>• Budget is realistic. It can cover the necessary costs to implement the project while not being wasteful of resources</li> </ul>	<ul style="list-style-type: none"> <li>• Budget outlines how funds will be spent linked to planned activities</li> <li>• Budget is fairly realistic. There may be some questions whether it can cover the necessary costs to implement the project while not being wasteful of resources</li> </ul>	<ul style="list-style-type: none"> <li>• Budget is defined only in general terms and is missing specific information</li> <li>• Budget is not realistic. It may over or underestimate resources needed to implement the project</li> </ul>	<ul style="list-style-type: none"> <li>• Budget is missing or does not align with the proposed project</li> </ul>