

## 2023 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 21st 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 their project activities beginning no later than October 1, 2023. Project activities should be completed within twelve (12) months of execution of a grant agreement between the Applicant and CITGO.
4. Budget Guidelines - If funding is available and awarded to an Applicant, the funding will be available for:
  - a. Program Implementation: day-to-day management of the approved projects.
  - 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 August 11, 2023. 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 execution of a grant agreement with CITGO 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 Questions

### Organization Contact Information

- Organization Name
- Organization Address
- Organization City
- Organization State
- Organization Zip Code
- Organization Phone

### Organization Mailing Information

- Mailing Address
- 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
- 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 (line 1)
- 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

### Request Information

- Project Name
- Grant Amount Requested
- Full Program Budget
- Project Start Date
- Project End Date
- Is this an existing project?
- How long has this project been in existence?
- Does this project need School Board or other approval before implementation?
- Project Summary
- 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.

CITGO prioritizes funding for programming that focuses on achieving 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
- Please describe the outcome and list the activities and events your organization will implement to help it achieve the project's outcomes. Only list those that will be directly supported by CITGO funding.

*- Note: In this section, there is a separate field 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. There is an additional field that will allow you to add different outcome with activities, if necessary.*

- Provide the number of students and educators that will be directly impacted or benefited by CITGO funds.
- Provide the number of events the project will support. (i.e. workshops, science nights, conferences, summer school, etc). Do not count number of attendees.
- Provide the number of scholarships to be awarded with CITGO funds.
- Do you have any additional metrics? If yes, please list.

### Budget Information

- List and identify the Program Implementation Costs
- List and identify the Operation and Administrative Costs