Proposal Application, Instructions, and Forms

Texas Fund for Geography Education Grant Application

Supported by investment proceeds from the Texas Legislature and the National Geographic Society

Postmark Deadline for Applications
No Later Than

September 4, 2014

Texas Higher Education Coordinating Board
P. O. Box 12788
Austin, Texas 78711

Published (Date May 31, 2014)

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Mission of the Coordinating Board

The Texas Higher Education Coordinating Board's mission is to work with the Legislature, Governor, governing boards, higher education institutions, and other entities to help Texas meet the goals of the state's higher education plan, *Closing the Gaps by 2015*, and thereby provide the people of Texas the widest access to higher education of the highest quality in the most efficient manner.

THECB Strategic Plan

Philosophy of the Coordinating Board

The Texas Higher Education Coordinating Board will promote access to quality higher education across the state with the conviction that access without quality is mediocrity and that quality without access is unacceptable. The Board will be open, ethical, responsive, and committed to public service. The Board will approach its work with a sense of purpose and responsibility to the people of Texas and is committed to the best use of public monies. The Board will engage in actions that add value to Texas and to higher education. The agency will avoid efforts that do not add value or that are duplicated by other entities.

THECB Strategic Plan

The Texas Higher Education Coordinating Board does not discriminate on the basis of race, color, national origin, gender, religion, age or disability in employment or the provision of services.

Texas Fund for Geography Education

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Texas Fund for Geography Education

This packet contains instructions and forms for submitting an application to the Texas Fund for Geography Grant Program. To be eligible for an award, institutions must submit applications to the Texas Fund for Geography Education Advisory Committee as specified in these instructions. Applications must be submitted in writing and electronically.

Electronic copies of these instructions and forms may be found on the Coordinating Board's website at http://www.thecb.state.tx.us/grantinfo.cfm.

Program Overview

Name	**Texas Fund for Geography Education**
Purpose	To provide funding to eligible institutions of higher education to support geography education within the state and to improve geography literacy in the K-12 environment.
Authority	Texas Education Code, 61.9681 – 61.9684; Texas Administrative Code, Title 19, Part 1, Chapter 13, Subchapter J, Rules 13.180 – 13.186. See appendices.
Eligible Institutions	Public and independent institutions of higher education as defined in Texas Education Code, §61.003 shall be able to compete for grants.
Eligible Projects	New initiatives designed to improve the quality of geography education in the Texas K-12 environment. Collaborative efforts between public and independent institutions of higher education in Texas and a K-12 partner. The latter may include, but not be limited to, school district(s), individual schools/teachers, regional education service center(s), public and private entities.
General Selection Criteria	Competitive. Designed to award grants that provide the best overall value to the state. Selection criteria shall be based primarily on project quality, cost, and impact the project will have on enhancing geography education in the K-12 environment.
Available Funds	Total Funding of $79,614 for the 2015 calendar year.
Grant Award	Minimum: None. Maximum: $40,000.
Grant Period	One-year grants from on or about January 16, 2015 to December 31, 2015.
Grant Disbursement	In a single payment, as soon as possible after the awards are made.
Carryover Funds	Unencumbered funds may not carry over beyond the grant period unless specifically authorized by the National Geographic Society (NGS) in consultation with the Texas Higher Education Coordinating Board (THECB).

Application Deadline	Applications must be postmarked (or otherwise dated for overnight delivery) by September 4, 2014, or hand-delivered to the Coordinating Board's office by 5:00 p.m., September 4, 2014. Applications must also be received electronically by 5:00 p.m., September 4, 2014. E-mail applications to: natalie.coffey@thecb.state.tx.us
More Information	Contact Natalie Coffey, Director of Recruitment and Retention, at 512/427-6227, or by e-mail at: natalie.coffey@thecb.state.tx.us

Program Schedule

September 4, 2014	Proposals are due.
October 25, 2014	Proposal reviews are completed by the Texas Geography Education Advisory Committee.
October 31, 2014	Texas Geography Education Advisory Committee meets to consider proposals and funding recommendations to the National Geographic Society (NGS).
Approximately December 9, 2014	Grants are awarded by the NGS.
Approximately December 23, 2014	Award letters are sent by the NGS.
Approximately January 16, 2015	Grantee(s) sign grant agreement with the NGS.
June 3, 2015	Interim reports are due to the THECB and NGS.
March 3, 2016	Final reports are due to the NGS and the THECB.

Definitions of Key Terms

Committee -- The Texas Fund for Geography Education Advisory Committee.

Eligible or grantee institution -- A public or private four-year general academic institution as defined in Texas Education Code, §61.003 shall be able to compete for grants.

Grant period -- The period that is funded by the grant. The grant period is from on or about January 16, 2015 to December 31, 2015.

National Geographic Society—refers to the National Geographic Society Education Foundation

Project director -- The principal educator responsible for the implementation and oversight of the proposed project. The person shall be a faculty member at an eligible institution. One additional co-project director may be named from the eligible institution if the person meets eligibility requirements and shares responsibility for the project.

Document Format and Submission Standards

Writing Style	Write clearly and concisely. Proposals should not exceed five (5) pages. Spell out terms the first time used, with the abbreviations following in parentheses.
Format	Use 8 1/2 x 11 white paper with 12-point type. Stay within the margins on form pages. Adhere to page limits under **Instructions For Completing the Application Forms**, pages 6-8. Staple all pages of the application in the upper left corner.
Copies	Submit one (1) signed original and one (1) electronic copy of the application.
Submit to:	**Ms. Natalie Coffey** **Division of P-16 Initiatives** **Texas Higher Education Coordinating Board** **1200 E. Anderson Lane** **P.O. Box 12788** **Austin, TX 78711** **Proposals must also be submitted electronically to:** **natalie.coffey@thecb.state.tx.us**
Deadline	Applications must be postmarked (or dated for overnight delivery) by September 4, 2014, or delivered to the Coordinating Board's office by 5:00 p.m., September 4, 2014. Applications must also be received electronically by 5:00 p.m., September 4, 2014.

Funding Restrictions

State Appropriation Restriction. Generally, the Committee will not recommend an award to an institution that proposes merely to substitute funds available under this proposal to support an existing program. This restriction may not apply if the institution proposes to *expand* the existing project for a project that currently receives state appropriations. The Committee shall make the final determination of a proposed project's eligibility for funding.

Other Sources of Funding. Institutions shall report other sources of funding for the proposed project on Form 1, Section 8a, 8b, and 8c. Institutions that report a significant commitment of matching funding for the project will receive points in the peer review process. Indirect/overhead costs may **not** be included in any amount reported.

Budget Restrictions

Institutions may include all reasonable costs in the proposed project budget, with the following exceptions. The *following types of costs shall not be included* in the proposed budget or charged to the grant award without prior approval from the NGS, in consultation with the THECB:

- Purchase of equipment for an eligible institution or its partner in an amount that exceeds 15 percent of the total project budget.
- Construction or remodeling of facilities.
- Domestic travel not specifically identified in the grant application. No foreign travel.
- Indirect/overhead costs.
- Salaries and fringe benefits for positions other than those specifically identified in the grant. Costs for staffing must reflect research or instructional salaries of the eligible institution appropriate to the tasks that will be performed, and the length and time spent on the project. Salaries and benefits may not be drawn at a higher pay rate than that normally received by the individual (or a similar position).

Other Grant Restrictions/Conditions

The National Geographic Society and the grantee institution shall agree to the following restrictions and conditions.

The National Geographic Society:

- May visit the grantee institution to review project accomplishments and financial records.
- May suspend or terminate the grant if the institution fails to comply with the terms of the contract or if the project director(s) leaves the institution without a suitable replacement approved by the NGS and CB.
- Shall not be held liable in the event of damages to persons or property which may occur in the course of activities conducted as a result of the grant.

The grantee institution shall:

- Demonstrate how the proposal represents a collaborative effort between an institution of higher education and a K-12 partner(s), or other partner(s) that serve the K-12 population outside of schools. K-12 partners may include, but not be limited to, school district(s), individual schools/teachers, regional education service center(s), public or private entities.
- Ensure that the focus of the project is on improving geography education within the K-12 environment.

- Demonstrate the project's strong relationship to the Texas Essential Knowledge and Skills (TEKS) and College and Career Readiness Standards (CCRS). It is the expectation of the advisory committee that grant funded activities both deepen teachers' knowledge of the TEKS and CCRS and enable them to develop and implement challenging classroom lessons related to the TEKS and CCRS.
- Develop at least 5 products that will be subjected to expert review and disseminated electronically and detail the qualifications of at least three expert reviewers in the proposal.
- Ensure that the project's participants have the appropriate qualifications to successfully complete the project.
- Ensure that all personnel associated with the grant abide by all state and federal regulations for educational projects. *Institutions should review proposed projects with legal counsel before submitting applications*.
- Ensure that all personnel associated with the grant abide by the institution′s intellectual property policy.
- Ensure that no person is excluded from participation in, denied benefits of, or otherwise subjected to discrimination under the grant on the grounds of race, color, national origin, religious affiliation, disability or gender.
- Have a financial management system that provides appropriate review and approval of expenditures of grant funds and monitoring of project performance. The institution shall have its financial records and other materials pertinent to the grant available for review and audit by the State Auditor and other auditors for a period of three years following the end of the grant period.
- Notify the NGS of any potential conflicts of interest that arise during the competitive process or grant period.
- Notify the NGS if a project director leaves the grantee institution or otherwise relinquishes active direction of the project.
- Expend funds in accordance with **Budget Restrictions**, page 4. Subcontractors shall abide by the same restrictions. Grantee understands that acceptance of state funds under this grant acts as acceptance of the authority of the State Auditor's Office, or any successor agency, to audit or investigate the expenditure of state funds under this grant. Grantee further agrees to cooperate fully with the State Auditor's Office or its successor, including providing all records requested. Grantee will ensure that this clause concerning the authority to audit state funds received indirectly by subcontractors through Grantee and the requirement to cooperate is included in any subcontract it awards.
- Request NGS approval, in consultation with the THECB of fund transfers across Budget Categories A, B, C and D that, cumulatively, exceed 15 percent of the total award during the grant period.
- Submit at least two (2) reports, as specified by the Committee, on how the funds were spent and the objectives accomplished. An **interim report, due** no later than **June 3, 2015,** shall be submitted to the attention the Division of P-16 Initiatives, Texas Higher Education Coordinating Board, PO Box 12788, 1200 East Anderson Lane, Austin, Texas 78711. The **final report**, **due** no later than March 3, 2016, shall be submitted to division at the address above and to the NGS at the address included in the grant agreement.
- Return unexpended funds to the NGS within 60 days of the expiration of the grant unless a no cost extension is requested and approved prior to end of Term.

Additional Restrictions and Conditions as to THECB:

NON-APPROPRIATION OF FUNDS

The grant agreement may be terminated or reduced if funds allocated to THECB should become reduced, depleted, or unavailable during the grant term, and to the extent that THECB is unable to obtain additional funds for such purposes.

ASSIGNMENT OR SUBCONTRACTING
No rights, interest, or obligations in a grant award resulting from this grant application shall be assigned, delegated, or subcontracted by grantee institution without prior written permission of THECB (or to the extent THECB transfers this authority to NGS, the permission of NGS.)

LIABILITY AND INDEMNIFICATION
Nothing herein shall be construed to operate as a waiver of any rights under the grant agreement, or of any cause of action arising out of the performance of the work required by the grant agreement. THECB shall have no liability except as specifically provided by law. Grantee institution stipulates and agrees that no provision of, or any part of the grant agreement between NGS and grantee institution, or any subsequent change order, amendment, or other grant agreement modification shall be construed: (1) as a waiver of the doctrine of sovereign immunity or immunity from suit as provided for in the Texas Constitution and the Laws of the State of Texas; (2) to extend liability to THECB beyond such liability provided for in the Texas Constitution and the Laws of the State of Texas; or (3) as a waiver of any immunity provided by the 11th Amendment or any other provision of the United States Constitution or any immunity recognized by the Courts and the laws of the United States.

To the extent allowed by law, grantee institution agrees to indemnify, defend and hold harmless the State of Texas, THECB, as well as officers, agents, and employees of THECB from any liability, for any and all claims, demands, fees, suits or actions of any nature whatsoever, including but not limited to personal injury or illness, bodily injury (including death) and property damage occurring in connection with or in any way incident to or arising out of the use, service, operation or performance of work under the terms of the grant agreement, except claims, demands, fees, suits or actions arising from any negligence by THECB, its officers, agents, employees, contractor, subcontractors or any negligence of a third party, its (their) officers, agents, employees, contractors, subcontractors. Notwithstanding any indemnification clause, THECB shall have full authority to conduct its own defense, negotiations, and settlements, but grantee institution's indemnification nevertheless remains in full force and effect.

AFFIRMATION CLAUSES
Grantee institution has not given, offered to give, nor intends to give at anytime hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, travel, favor, or service to a THECB public servant, including employees, in connection with the submitted response.
Under Texas Government Code §2155.004, no person who was compensated by the THECB to assist in preparing the grant application specifications has any financial interest in grantee institution's application. If grantee institution is not eligible, then any contract resulting from this grant application shall be immediately terminated. Further, under Section 2155.004, Texas Government Code, grantee institution certifies that the individual or business entity named in this application is not ineligible to receive the specified grant award and acknowledges that this grant award may be terminated and payment withheld if this certification is inaccurate.

RELEASE OF APPLICATION INFORMATION BY THECB
Public Information Act. Grantee institution understands and acknowledges that as a Texas state agency, THECB is subject to the provisions of the Texas Public Information Act, Government Code, Chapter 552 as interpreted by judicial opinions and the opinion of the Attorney General of the state of Texas. Grantee institution will cooperate with THECB in the production of documents responsive to any such requests under the Public Information Act. THECB will make a determination whether to submit a Public Information Act request to the Attorney General.

All submitted Applications become the property of THECB after the grant application submittal deadline date. Upon acceptance of the grant award, all information submitted with grantee institution's application becomes public record and all information submitted with the application becomes part of the award. Therefore, such information is subject to disclosure under the Texas Public Information Act, unless an exception under the Texas Public Information Act is applicable.

Note: Grant funds may be used for summer salary support for IHE faculty.

Partnerships

An eligible institution must propose a compensated or uncompensated partnership with one or more K-12 institutions located in Texas, or one or more teachers or institutions that are affiliated with Texas K-12 institutions, to conduct the project. To document the partnership, the eligible institution(s) or teacher(s) is/are required to be included with the application:

(1) A **letter from the partner(s)** in which the partner(s) outlines the services to be performed.
(2) A **separate budget** for any single partner that would receive as compensation for services 25 percent or more of the total amount.
(3) A **description of the role of the partner(s) on Form 3: Project Description**.

Instructions for Completing the Application Forms

Content for the application forms is explained below in the order in which the forms should be submitted in the application. *Applications that exceed the maximum page lengths may not be considered for funding.* (Shaded areas on the forms are for Committee use only).

The Texas Fund for Geography Education Awards is a "blind" competition. Information provided on Forms 2 and 3 should not identify the institution (or institutional personnel) that has submitted the application.

Form	General Description/Specific Instructions	Maximum Length
1	**Cover Page**. Complete all sections of the form. Line 1 and 2. Leave blank. Line 5. Include the name of the partner(s) in the space provided and attach a letter from the partner(s) as appendix materials. Line 7. Summarize the grant proposal by identifying in narrative form: (1) the specific goals and objectives of the project. (2) the methods for carrying it out and evaluating its success. (3) the expected outcomes. Lines 8a, 8b, and 8c. Specify the amount of matching funds. Line 10. Specify the dollar amount of proposed expenditures for capital equipment. Line 12, 13, and 14. The form must be signed by the project director(s) and the institution′s representative for sponsored projects.	**1 page**

Form	General Description/Specific Instructions	Maximum Length
2	**Budget**. Review **Budget Restrictions** before completing this form. Line D.2. Include a separate budget in the appendix for any subcontracted work that exceeds 25 percent of the total budget. Line E. The total should equal the amount on Form 1, Line 11. Line F. The total should equal the amount on Form 1, Line 8. Line G. The total should equal the amount on Form 1, Line 11 "Total". The amount should not include indirect costs. The sum of the subtotals on Lines A, B, C, and D equals the amount shown on Line E. The form must be signed by the project director(s) and the institution′s representative for sponsored projects.	**1 page**

Form	General Description / Specific Instructions	Maximum Length
3	**The Grant Request (Form 3) should answer the following questions *if applicable* to the project:**	**4 pages**

I. Project Design

a. What are the project goals, objectives, and anticipated outcomes?
   - Outcomes should address the project's goals and objectives.
   - Outcomes should support geography education within the state and should improve geography literacy in the K-12 environment.

b. What is the partner's role in the project?
   - Describe the institution(s) or organization(s), its current mission, services and activities, and its role in the project.

c. How will the project be conducted?
   - Describe the services/products that will be provided.

II. Project Significance

a. Why is the project important? Of what value are the results?
   - Explain how this project will support geography education within the state. Define how TEKS and CCRS will be addressed.

b. Why is it needed?
   - Explain how it will improve geography literacy in the K-12 environment.

c. Estimate the number of people that will be served or affected by the project.

III. Project Management

a. What are the major costs of the project?
   - Justify all major budget elements represented in amounts shown on Form 2, Lines A, B, C, and D.
   - List individually all *key* personnel (by position, not name) and the requested salary amounts or rate of pay to be funded during the grant period.
   - Briefly describe the qualifications of all *key* personnel (by position, not name).
   - List all capital equipment (as defined by the institution) that will be purchased and include with each item the expected purchase date and price. (Capital purchases must be made not later than four (4) months prior to the end of the grant period.)

b. What institutional and other outside support is available for the project?
   - Describe the eligible institution's commitment and the resources available (e.g., facilities, equipment) to the project.
   - Do not consider indirect costs as the sole source of institutional commitment.

c. Include a timeline for accomplishing the project including *key*

personnel responsibilities and scheduled activities that are related to the project's goals and objectives.

IV. Project Evaluation

a. How will you evaluate the results?
   - Results should be measurable.
   - Instruments should go beyond participant surveys.
   - Products should be reviewed against established criteria.

b. How will you disseminate the results?
   - Describe your plans to share the project and its results with the profession.
   - Describe how the project could be replicated or products shared.

Appendices --required **2 pages**

Include documentation for partnerships and separate budget information as needed.

Evaluation of Proposals

General Selection Criteria

The NGS will award grant funding based on a competitive process, designed to provide the best overall value to the state. Selection criteria shall be based primarily on *project quality* as determined by peer reviewers, the *impact* the project will have on improving geography education within the K-12 environment, and the *cost* of the proposed project.

Three-Step Grant Award Process

1. Committee Review. The Committee is made up of qualified individuals who will evaluate the quality of the applications. Reviewers shall not evaluate any applications for which they have a conflict of interest. Peer reviewers will evaluate applications and assign scores based on award criteria. All evaluations and scores of the Committee review panel are final and will be based solely on the information provided in the written application. The Committee reviewers will evaluate each application based on the established criteria. Generally, the criteria are:

Peer Review Award Criteria	Points
Project Design	**40**
Significance of Project	**20**
Project Management	**30**
Evaluation of Project	**10**

2. Committee's Funding Recommendations. Funding recommendations to the NGS will consist of the most highly ranked and recommended applications up to the limit of available funds. In making funding recommendations, the Committee also may consider state and regional needs and priorities.

Individual funding recommendations will be based on the written information provided on the application. If available funds are insufficient to fully fund a proposal after the higher-ranking and recommended applications have been fully funded, the THECB, on behalf of the Committee, will negotiate with the applicant to determine if a lesser amount would be acceptable. The Committee anticipates that the grant awards will be announced on or about December 21, 2014.

3. Grant Agreement and Payments. The grantee institution shall sign a grant agreement with the NGS, agreeing to the grant restrictions and conditions on pages 4-5 of this packet, and any other requirements of the NGS and the State of Texas.

Texas Education Code § 61.9681 – 61.9685

§ 61.9681. PURPOSE. The purpose of this subchapter is to:

(1) create an endowment to support geographic education programs in Texas;
(2) improve the quality of geography education in Texas; and
(3) promote a better understanding of Texas by all of its residents.

Added by Acts 2001, 77th Leg., ch. 901, § 1, eff. June 14, 2001. Renumbered from Education Code § 61.941 by Acts 2003, 78th Leg., ch. 1275, § 2(44), eff. Sept. 1, 2003.

§ 61.9682. DEFINITION. In this subchapter, "fund" means the Texas Fund for Geography Education.

Added by Acts 2001, 77th Leg., ch. 901, § 1, eff. June 14, 2001. Renumbered from Education Code § 61.942 by Acts 2003, 78th Leg., ch. 1275, § 2(44), eff. Sept. 1, 2003.

§ 61.9683. FUND; GRANTS.

(a) The board may enter into an agreement with the National Geographic Society of Washington, D.C., to operate an endowment fund for purposes of this subchapter to be known as the Texas Fund for Geography Education.

(b) The agreement must include the following conditions:

(1) appropriated money may be deposited to the fund only in an amount equal to matching funds deposited to the fund by the National Geographic Society from other sources;

(2) the National Geographic Society shall provide to the board an annual report describing the fund's investments, earnings, operating procedures, and major programs; and

(3) if the board determines that the public purposes described by Section 61.9681 are not being accomplished, the fund shall be dissolved and the fund balance shall be distributed as follows:

(A) one-half to the general revenue fund; and

(B) the remainder to be returned to the donors of any amount deposited to the fund for the preceding five years in proportion to the amount of the donation, if the donor accepts the return of the donation, and any remainder to the National Geographic Society.

(c) The board may transfer to the National Geographic Society for deposit to the fund any amount appropriated to the board for that purpose.

(d) The National Geographic Society shall award grants from the fund to institutions of higher education and private or independent institutions of higher education as defined by Section 61.003(15) to promote the purposes of this subchapter.

Added by Acts 2001, 77th Leg., ch. 901, § 1, eff. June 14, 2001. Renumbered from Education Code § 61.943 and amended by Acts 2003, 78th Leg., ch. 1275, § 2(44), 3(13), eff. Sept. 1, 2003.

§ 61.9684. GEOGRAPHY EDUCATION ADVISORY COMMITTEE.

(a) The board shall appoint an advisory committee consisting of seven persons who have expertise and an interest in geography education to assist the National Geographic Society in awarding grants from the fund under this subchapter.

(b) The advisory committee on behalf of the National Geographic Society shall solicit proposals from institutions of higher education and private or independent institutions of higher education as defined by Section 61.003(15) for use of proceeds from the fund and shall recommend to the society those that best promote the purposes of this subchapter.

(c) The advisory committee is subject to Chapter 2110, Government Code.

Added by Acts 2001, 77th Leg., ch. 901, § 1, eff. June 14, 2001. Renumbered from Education Code § 61.944 by Acts 2003, 78th Leg., ch. 1275, § 2(44), eff. Sept. 1, 2003.

Texas Administrative Code

TITLE 19 EDUCATION
PART 1 TEXAS HIGHER EDUCATION COORDINATING BOARD
CHAPTER 13 FINANCIAL PLANNING
SUBCHAPTER J TEXAS FUND FOR GEOGRAPHY EDUCATION

RULE §13.180 Authority, Scope, and Purpose

(a) Authority. Authority for this subchapter is provided in the Texas Education Code, Subchapter X, Texas Fund for Geography Education. These rules establish procedures to administer the fund as prescribed in the Texas Education Code, §§61.942 through 61.945.
(b) Scope. Unless otherwise noted, this subchapter applies to the National Geographic Society, the Texas Higher Education Board, and any institution seeking funding from the Texas Fund for Geography Education.
(c) Purpose. This subchapter establishes guidelines for the creation and implementation of the Texas Fund for Geography Education, which will support projects to improve the quality of geography education in both public and higher education in Texas and promote a better understanding of Texas by all its residents.

RULE §13.181 Definitions

The following words and terms, when used in these sections, shall have the following meanings unless the context clearly indicates otherwise.

(1) Agreement--The agreement between the National Geographic Society and the Coordinating Board to create and administer the Texas Fund for Geography Education.
(2) Board--The Texas Higher Education Coordinating Board.
(3) Commissioner--The Commissioner of Higher Education.
(4) Committee--The advisory committee appointed by the Commissioner to solicit and recommend grant proposals.
(5) Fund--The Texas Fund for Geography Education, which consists of funds contributed by the Board, the Society, and donors and income to the fund.
(6) Society--The National Geographic Society of Washington, D.C.

RULE §13.182 Agreement with National Geographic Society

(a) The Board shall enter into an agreement with the Society to create and to manage the fund, subject to the following conditions:
(b) The Board shall deposit money into the fund only in an amount equal to the matching funds deposited by the Society;
(c) The Society shall provide to the advisory committee an annual report describing the fund's investments; and
(d) The Board and the Society shall each retain the right to dissolve the agreement if the purposes herein are not being accomplished.
(e) The Board may transfer to the Society any amount appropriated by the Texas Legislature to the Board for that purpose.
(f) The Board or the Society may accept donations from private individuals or corporations who wish to contribute to the fund.

RULE §13.183 Dissolution of the Fund

If the Board or the Society dissolves the fund, the fund balance shall be distributed in the following manner:

(1) one-half to the general revenue fund of the State of Texas;
(2) remainder to donors to the fund, in the amount the donor deposited; and
(3) any further remainder to the Society.

RULE §13.184 Advisory Committee

The Commissioner shall appoint an advisory committee of seven (7) persons who have expertise and interest in geography education. The committee shall include at least one member representing the interests and needs of K-12 education and at least one representative of the Texas Geographic Alliance. The committee shall solicit grant proposals, consider those proposals, and make recommendations to the Society.

RULE §13.185 Procedures for Solicitation and Recommendation of Grant Proposals

The Committee shall, in cooperation with the Society, establish standards and procedures for soliciting grant proposals, the grant application process, consideration of proposals, committee recommendations to the Society, and awarding of grants.

RULE §13.186 Eligibility

Public and private and independent institutions of higher education as defined in Texas Education Code, §61.003 shall be eligible to compete for grants.

Form 1

Texas Fund for Geography Education Grant Program
Cover Page

1. Agency #	2. Project #	3. Institution	4. Type of Institution ☐ Public, General Academic Institution ☐ Independent, General Academic Institution

5. List K-12 partner(s):	6. Project Title (maximum of 75 characters)

7. Abstract (should be suitable for public release)

8. Proposed Matching Funding			9. Period of Support	
a. Institution	$	.00	☐ 01/16/2015 – 12/31/2015	☐ Other (specify)
b. Partner	$	.00	10. Amount requested for Capital Expenditures $	11. Total amount requested $
c. Other	$	.00		
Total	$	.00		

12. Project Director's Name (Please Print Below)	13. Co-Project Director's Name (Please Print Below)
Phone FAX	Phone FAX
E-Mail Address	E-Mail Address
Mailing Address	Mailing Address
Signature	Signature

14. Authorized Institutional Representative's Name and Title (Please Print Below)

Phone FAX E-Mail Address

I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I further certify that if program funds are awarded, this organization accepts the obligation to comply with terms and conditions set by the Texas Higher Education Coordinating Board and the National Geographic Society.

Signature Date

Form 2

Texas Fund for Geography Education Grant Program
Budget

1. Project #	2. Project Title	3. Type of Institution ☐ Public General Academic Institution ☐ Independent General Academic Institution

A. Personnel (show number of people in brackets) (Provide detail on Form 3)	**TOTAL Salary & Wages Dedicated to the Project**
1. ( ) Project Director/Co-Project Director	
2. ( ) Project Associates (faculty and non-faculty professionals)	
3. ( ) Other Professionals (technician, programmer, etc.)	
4. ( ) Other	
Sub-Total Salaries and Wages	
Fringe Benefits (%)	
Total - Salaries, Wages and Fringe Benefits	
B. Capital Equipment (List capital equipment on Form 3)	
Total - Capital Equipment	
C. Travel (Domestic only)	
Total – Travel	
D. Other Direct Costs	
1. Materials, Supplies, and Non-Capital Equipment	
2. Contractual (All consultants, other subcontracts. See **Budget**, page 7)	
3. Participant Costs (Tuition, fees, books, travel, etc.)	
4. Other (Specify on Form 3)	
Total - Other Direct Costs	
E. TOTAL DIRECT COSTS For Period of Support (Total should equal total on Form 1, #11)	
F. Institution's Cost Sharing/Matching Funds For Period of Support (optional) $_____	
G. TOTAL DIRECT COSTS For Period of Support (Total should equal total on Form 1, #11)	

Project Director's Name, Signature, and Date

_____ _____
Name – Please Print Date

_____
Signature

Texas Fund for Geography Education Grant Program
Project Description

Form 3

1. Project #	2. Project Title	3. Type of Institution ☐ Public General Academic Institution ☐ Independent General Academic Institution

(Page 1 Template: Begin here. Include description and associated dollars for Capital Equipment)