



Partnership Grant Application Informational Guide

Thank you for your commitment to advancing STEM education and workforce development in Minnesota.

As part of the state's investment in STEM, this competitive grant opportunity is designed to support STEM learning and workforce development that prepare learners for high-demand careers. Applications will be reviewed by a **highly qualified cross-sector committee** to ensure alignment with program goals, funding criteria, and legislative intent.

The Mission of the Minnesota STEM Ecosystem is to close the STEM learning and workforce opportunity gap for all of Minnesota's Learners! The STEM Ecosystem brings together Industry, K12 Education, Higher Education, and Out-of-School STEM Learning Programs to align formal and informal STEM education with workforce needs, expand access to high-quality programming, and drive innovation and workforce development through regional and statewide collaboration.

Shared Resources & Scalable Impact

To strengthen Minnesota's statewide STEM learning infrastructure, priority will be given to applications that result in **shared, scalable resources**. Programs and projects that demonstrate the potential to **benefit multiple organizations, build capacity and generate tools, models, or outcomes that can be adapted or adopted by others in the STEM Ecosystem** are highly encouraged.

Grant Application Sections

The application includes **seven required sections**:

1. **General Information**
2. **Organizational Overview**
3. **Program or Project Overview**
4. **Program or Project Design & Implementation**
5. **Evaluation & Reporting**
6. **Community & Collaboration**
7. **Budget, Workplan & Budget Narrative**

All sections must be completed.

Important: Please review the following **budget and workplan guidance**. It can also be found at the top of Section 7.



Budget and Workplan Guidance

Applicants must submit a detailed budget using the MN STEM Ecosystem [Partnership Grant Budget-Workplan Template](#). This can be found as a download located on the STEM Ecosystem partnership grant application webpage (next to the application link). The template contains three sheets that must be completed:

Program-Project Budget

Spending Timeline

Workplan and Budget Narrative

>> Program-Project Budget should include (as applicable):

- Personnel/Capacity
- Equipment/Materials
- Participant Support (stipends, transportation, etc.)
- Other (specify)

>> The Workplan and Budget Narrative should reference the Program-Project Budget (items A-J).

>> Key milestones and events should be identified in the Workplan and Budget Narrative.

>> If matching funds or in-kind support were included in the Program-Project Budget; please use the Workplan and Budget Narrative to describe the additional resources—funding, materials, staff time, etc.— and identify how and when they will be leveraged to support the program or project. Please include whether these are confirmed or anticipated.

Important Budget Guidelines:

- Administrative Costs: A maximum of 4% of the total grant award may be used for administrative expenses. (*Note: DEED policy states a maximum of 10% may be claimed, as the primary monitoring, accounting, and fiscal management entity requires 6% in administration fees; the remaining 4% is available to subgrantees.*)
 - Capital Improvements/Construction: Not eligible for funding under this program.
 - Capacity/Wages: Grant funds may not replace or supplant existing wages, salaries or other forms of employee compensation, currently paid for in-part or in-full by state, federal, or other grant funds.
 - Food and Lodging: Not eligible for funding under this program.
 - Out-of-State Travel: Not eligible for funding under this program.
 - Large Expenditure/Purchase Requirements: Any **single item** expenditure over \$5,000 requires additional permissions and supportive documentation and cannot be purchased after June 30, 2026. *Note- this does not apply to services and/or items under \$5,000.00. [For example it is acceptable to include 20 drones for \$1,000.00 each for a total of \$20,000.00; it is NOT acceptable to purchase 1 drone for \$6,000.00]*
 - Debarred Vendors: Subgrantees must review the Minnesota Vendor Debarred List to ensure they are working with approved vendors.
 - Targeted Vendors: The subgrantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible: State Department of Administration's Certified Targeted Group, Economically, Disadvantaged and Veteran-Owned Vendor List, Metropolitan Council Underutilized Business Program, Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Directory
 - Prior Expenditures: Expenditures incurred and/or paid prior to the contract being fully executed are not eligible for reimbursement.
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Required Documents

At the end of the application, you will be asked to upload the following documents as a **single PDF file**:

- IRS 501(c)(3) Determination Letter, OR LEA/Municipality Proof OR Fiscal Sponsor Agreement (if applicable)
 - Organizational Bylaws and Financial Policies/Procedures
 - Liability Insurance Certificate
 - Code of Conduct for Youth/Students (if applicable)
 - Conflict of Interest Policy
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Saving Your Progress

Once you enter your **name and email address**, your application progress will be saved. You may return to the portal at any time to continue working.

Application Deadline

The portal will close on **November 24, 2025 at 4:00 PM CST**.
No late submissions will be accepted — please plan accordingly.

Informational Webinars

We will host two optional grant overview sessions via Zoom:

◆ **November 3, 2025 at 2:00 PM**

Zoom Link: [Join here](#)

Meeting ID: 955 8218 2515

Passcode: 885332

◆ **November 7, 2025 at 2:00 PM**

Zoom Link: [Join here](#)

Meeting ID: 977 1371 4170

Passcode: 026118

 The November 3rd session will be recorded and available online by **November 10, 2025**.

Need Help?

If you encounter any **technical issues** while completing your application, please reach out to:

 Emily Saed — esaed@ssc.coop

Please note: This is a **competitive grant**. Only **technical assistance** can be provided—no help with grant content or narrative development.