**ETP GRANT OVERVIEW**

**INTRODUCTION:**

With the introduction of wireless technology and amateur radio to the classroom, students can learn to become more employable, informed, and conscientious citizens. ARRL has developed an education program to introduce schoolteachers to this resource and enable them to make the most effective use of it in their classrooms. The Education & Technology Program (ETP) offers resources for instruction and the Teachers Institute on Wireless Technology (TI) professional development series, and it awards thousands of dollars in grants for radio stations and related equipment to eligible schools each year.

This October, the Education & Technology Program (ETP) will again offer two types of grants: the ETP School Station Grant and the ETP Progress Grant. The former grant is awarded to schools that provide a detailed plan to use amateur radio as part of a school enrichment program or club and/or as part of classroom learning. The latter, more modest grant is intended for teachers who are already using amateur radio in their classrooms. It is also for teachers who need resources to get started on instructing wireless technology and electronics topics as part of a longer-range plan to involve amateur radio.

**ETP SCHOOL STATION GRANT:**

To qualify for a School Station Grant, a school will:

* Use amateur radio as an enrichment program, as part of a unit of curriculum, or as a club activity at the school.
* Identify the school personnel who will oversee the operation of the equipment and instruction of students on using the equipment. This person(s) must be a licensed amateur radio operator and willing to participate in training in ARRL’s Teachers Institute.
* Actively seek funding for ongoing support of the program from a variety of sources after the initial phase is implemented.
* Encourage students to take advantage of ARRL’s [FREE student membership](https://www.arrl.org/student). *This allows access to all ARRL materials and publications, and it makes students eligible for scholarships through the ARRL Foundation. The ARRL Foundation awards upwards of $750,000 in scholarships annually. More information can be found at* [arrl.org/student](https://www.arrl.org/student).
* Use hands-on projects as part of the curriculum.
* Provide feedback to ARRL about the use of resources provided under the grant and the impact on the school in multiple forms determined by ARRL *(i.e., written reflections and/or survey completions)*.

The equipment requested for a School Station Grant must match the intended use described in the project plan. The final determination of equipment awarded under an ETP School Station Grant will be made by ARRL to best match the stated goals of the school’s planned use of the equipment. This is not a monetary grant. ARRL will acquire the equipment through a bid process and provide it to the school. **Most School Station Grants do not exceed a retail value of $2,000.**

**ETP PROGRESS GRANT:**

The purpose of ARRL’s ETP Progress Grant is to offer modest financial support to eligible teachers who are currently using amateur radio in their classrooms as an instructional tool and need financial assistance for specific purposes to supplement their preexisting resources and supports. The grant allows teachers to request amateur radio license manuals and instructor guides, supplies for station upkeep and maintenance (e.g., replacing a worn cable, equipment repair), upgraded equipment (e.g., replacing a satellite-tracking computer program with an updated version), and other resources that support wireless technology instruction in their school classroom, club, and/or community. **Progress Grants have a limit of $750 per academic school year.**

**POST-GRANT EXPECTATIONS (FOR 5 YEARS):**

Performance on the post-grant expectations will be a determining factor in subsequent grant support, including TI participation. By submitting your completed ETP grant application, you agree to adhere to these post-grant expectations:

* Timely acknowledgement of receipt and confirmation of inventory (within 1 month)
* Documentation of equipment installation (within 6 months of receipt)
* Annual report documenting the on-air activity, student licensure, and utilization of program equipment/resources (anniversary of grant award). By submitting this report, you grant permission for ARRL to publish an unabridged or modified version in the Education Department newsletter, [*Radio Waves*](https://www.arrl.org/radio-waves).
* Participation in solicited surveys and reports
* Shared documentation of disseminated information/reports
	+ Documentation of presentations outside of school
	+ Published articles about the program
	+ Lesson plans/activities employing amateur radio, wireless technology, and electronics, or using any resources provided by the ETP

**ETP CONTACT INFORMATION:**

Please review the “GRANT ELIGIBILITY GUIDELINES” Section on Page 3 before contacting with further questions.

**Email direct questions to:**

Steve Goodgame and Eliza Croarkin

ARRL Education & Technology Program

Attn: Steve Goodgame and Eliza Croarkin

225 Main Street

Newington, CT 06032

Email: **ead@arrl.org**

Subject Line: “**ETP Grant 2025…**”

OR call with specific questions: **860-594-0367**

**GRANT ELIGIBILITY GUIDELINES**

The applications will be reviewed by the ARRL ETP Grant Committee in October. Applicants are usually notified of application decisions within 30 days after receipt of application. All other [ETP Grant updates](https://www.arrl.org/etp-grants) can be found by visiting us at [arrl.org/etp-grants](https://www.arrl.org/etp-grants). If you are eligible for either grant, you must complete and submit Sections 1 – 9 (with Section 9 submitted as a file) to the Jotforms link by October 31st 2025. Section 10 is optional. Section 11 (submitted as an additional file) is required only for applicants whose project plan budget requires an antenna installation.

1. Schools should submit the application within the grant window, during which approved grants are awarded on a rolling basis in the month.
	* + - 1. Applications will be accepted only between October 1st - 31st via Jotforms.
				2. Qualifying schools must be located in the US and be a public school or a 501(c)(3) non-profit school organization.
				3. All grant recipients must be current ARRL members.
2. The ARRL ETP Grant Committee evaluates the following when considering awarding any ETP grants:
	1. The project plan’s feasibility
	2. Percentage of students impacted/involvement level
	3. Impact on school community *(ie: live demonstration at back-to-school night)*
	4. Relevance of the specific equipment desired
	5. Outline of learning objectives with measurable methods of collecting performance metrics before, during, and after the project
3. The ETP School Station and Progress Grants are NOT monetary grants. Approved equipment will be ordered by ARRL through a bid process and provided to the school via their school mailing address. Additionally, the Committee may determine that equipment other than the specific items requested is more suitable for the grant recipient.
4. Incomplete applications will not be considered. Failure to meet applicant and/or school grant eligibility and proposal guidelines, and/or failure to upload all necessary information and files via the guidelines provided will lead to the dismissal of your application. If needed, please reach out for special assistance from ARRL staff by emailing ead@arrl.org or calling 860-594-0367.
5. The “ETP Proposed Grant Budget 2025\_Name\_Callsign\_School” template must be uploaded as either an Excel or Word file when submitting this application. If you cannot access the template, contact ead@arrl.org **at least 5 days before the 2025 deadline.**
	1. You must provide active web hyperlinks for **ALL** items listed in your budget to be considered.
	2. DO NOT submit the proposed budget as a PDF.

**PROPOSAL GUIDELINES SECTIONS 1 – 11:**

Develop your proposal by answering the following questions in each section and providing the required signatures *(if applicable)*.

1. Fill out all Section 1 - Applicant Contact Info & School and Local Club Demographic Info
2. Summary: Provide a 2 – 3-sentence proposal summary to help the Committee follow your argument for approving the grant request.
3. Organizational Information: Include 2– 3 sentences explaining the school community’s level of commitment to the proposal. You may include statements about the mission of the school and who it serves. Who will oversee the project timeline/resources? Briefly list relevant qualifications of the sponsoring teacher (ie: community involvement in the school, ARRL TI graduate year) *Please do not repeat the information previously provided in Section 1.*
4. Project Description: Present a comprehensive description of the proposed project. Include how the project will benefit students and the school directly.
5. Work Plan/Timeline: Explain the sequence that the school plans to use to implement the proposed project after the grant is received. When developing this sequence, consider:
	1. When do you anticipate the project/resources will begin to benefit the students? Please estimate the academic year, month and/or semester. *(i.e. Spring of 2026 or October 2027)*
	2. What impact will the project/resources have on the success of the participating students? What are the learning objectives for the actively participating students? *(You may include relevant NGSS, CCSS or other school learning standards)*
	3. What steps will need to be accomplished by the sponsoring teacher to implement the project? *(i.e., approval by school committees, peer review, site administration, site council, School Board, etc.)*
	4. What has already been done? *(i.e., curriculum components already in use or piloted, in-school demonstrations by supporting ham radio club, existing complementary curriculum in place, etc.)*

NOTE: Ensure that ANY AND ALL of the specific equipment/resources that you are requesting through the grant program are highlighted in this work plan/timeline. It should be clear how each one is necessary to reach the goals of your proposed program. Requests for alternative configurations based on the site or specifics of your education plan are considered if adequate justification is provided.

1. Evaluation: Explain how the desired impacts will be measured and reported. When developing this sequence, consider:
	1. Describe the assessment tool(s) that will be used to measure whether the resources have either been successful, on track, or in need of adjustment.
	2. What types of statistics and recordkeeping are planned? When will the statistics be gathered and compiled? Who will do the analysis? Who will receive the analysis?

NOTE: Provide samples of assessment tools later on in Section 10 *(If applicable)*.

1. Other Funding: What other sources of funding and support are being dedicated to the project beyond the grant resources? List any groups and resources that are committed to the project; they do not necessarily have to be monetary in nature.
2. Future Funding: In 3-5 sentences, show how the proposed project/requested resources will continue beyond the period of time for the initial funding support. How will the project be supported in the future?
3. Proposed Budget: Download and edit/reference the “ETP Proposed Grant Budget 2025\_Name\_Callsign\_School” template format. Upload either an Excel or Word file before submitting this application. You must provide active web hyperlinks for ALL items wish listed in your budget to be considered. If you cannot access the template, contact ead@arrl.org **at least 5 days before the 2025 deadline.** DO NOT submit the Proposed Budget as a PDF.
	1. Your budget must include two parts:
		1. Part 1 — ETP Grant Budget: Include the resources needed, purchase details *(i.e., web link, quantity)*,and prices to accomplish the project.
		2. Part 2 — Outside Resources and Funding: Indicate all resources and funding related to this project. Other sources of funding are required to sustain a school station and active amateur radio program. Document these other sources of funding or in-kind contributions to the program. *These line entries can be Section 7 & 8's resources combined.*
	2. Remember: Equipment requested must be suitable to the purposes described in the project description. If there are specific site considerations that must be addressed, please include a description of those issues to explain your equipment requests in your Work Plan/Activities Section.
4. Additional/Supplementary Information: If applicable, you may include samples of assessment tools and other supporting documentation for your program *(including publicity efforts, if desired)*.
5. Antenna Installation Approval: If your grant proposal includes a request for an antenna, ensure you review and submit “Section 11: Antenna Installation Coordination Authorization” with your grant application.

**Section 11:
Antenna Installation Approval**

If the ETP grant proposal includes a request for an antenna, Ensure that your planned antenna installation has received the required approval from the appropriate school or district authority. *Return this completed authorization form along with your grant application.*

Name of school where antenna will be installed:

Title of position of person giving authorization:

Authorization Email:

Name:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Principal Email:

Name of School Principal:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: