Grant Awards and Requirements

Guidelines for Summer Manufacturing Camp Directors

Prior to completing a camp grant application, please read through the following guidelines and expectations for running a SparkForce summer manufacturing camp:

- **Manufacturing Focus:** Schools must currently have a degree program or training curriculum that leads to a career in manufacturing. The school should also offer coursework focused on business entrepreneurship.
- **Product Design and Build:** Schools must propose an idea for a product(s) that campers will design and build during the camp. Ideally the camp will introduce students to CAD design software (SolidWorks licenses are included with the grant) to create a product idea, expose them to a variety of shop equipment or machinery to build it, and show them how to bring their product idea to life.
- **Plant Tours and Speakers:** Schools should propose at least two community partner(s) and/or local manufacturers to provide a tour and/or a guest speaker. The tours and speakers should serve to expose students to the local manufacturing industry and career opportunities.
- **Number of Participants:** SparkForce recommends a minimum of 10 participants per camp.
- **Camp Hours:** SparkForce recommends a minimum of 20 hours for a one-week camp or 40 hours for a two-week camp.
- **Age Range:** The target audience for summer manufacturing camps is middle- and high-school aged girls and boys, ages 12-16.
- **Tuition:** The recommended minimum fee is $59 for a one-week camp or $99 for a two-week camp, though it is ultimately up to your organization. Some organizations choose no fees for campers at all; again, this is subjective!
- **Forms and Documentation:** In addition to the online application, SparkForce requests important information from camp directors before, during, and after the camp. Directors must agree to submit or administer on a timely basis the following: marketing form (within 30 days of grant notice); pre- and post-camp online surveys (first and last day of camp); camp evaluation and financial report (within 30 days of the final day of camp).
- **Marketing:** Camps are expected to recruit the minimum number of participants and will be asked to provide marketing plans and strategies for promoting the camp to their communities and through local school districts.
- **Additional Funding:** To supplement the SparkForce grant, schools should seek out additional funding sources and develop relationships with local industry to support their camp.
- **Grant Structure:** SparkForce Grant Funding is an annual, renewable grant of $2,000 per camp. In addition to the monetary award, camp hosts will receive the benefits described below (see **What SparkForce Provides**).
- **Grant Payments:** Grant awards are paid in two phases: 50% of the grant amount will be paid in early spring after the school has accepted the award. The last 50% will be paid once the camp has concluded, and the school has submitted their final evaluation and financial report (see **Forms and Documentation** above).
- **What SparkForce Provides:** In addition to the monetary grant award, SparkForce provides each camp with an adequate supply of entrepreneurship curriculum for students and instructors, custom t-shirts with school and sponsors' logos, SolidWorks software student licenses, marketing support, and other class materials, as needed.
- **Application:** The grant application is open Sept 1 through Dec. 1 of the year before the summer in which a camp will be held. Grant award notifications will be sent by Jan. 31 of the camp year.