



City of Lawton

Lawton City Hall
212 SW 9th Street
Lawton, Oklahoma
73501-3944

STEM Board

Agenda

Wednesday, December 17, 2025

1:00 PM

Lawton City Hall
Wayne Gilley Auditorium

Meeting Called to Order and Roll Call

"Official action can be taken only on items which appear on the agenda. The Board may adopt, approve, ratify, deny, defer, recommend, or continue any agenda item. The Board may also propose and enact floor amendments to any matter presented before them. When more information is needed to act on an item, the Board may refer the matter to City Staff. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely."

Statement of Compliance with Oklahoma Open Meeting Act, 25 O.S. 301-314

Introduction of Guests

Roll Call

Business Items

1. Consider recommending approval of an amendment to the STEM Funding Agreement and budget between the Lawton Economic Development Trust Authority and the Friends of the Library.
2. Consider approving amendments to the STEM Funding Standard Operating Procedure to include: defining administrative costs, establishing funding periods and submission timelines, defining the role of the Community Based Partner, and defining budget adherence requirements.
3. Consider approval of the FIRST LEGO League (FLL) Funding Policy as a supplemental policy to the STEM Funding SOP and Innovation Nexus STEM Strategic Plan.

Adjournment

The City of Lawton encourages participation from all of its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at (580) 581-3305 at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48 hour rule if interpreters for the deaf (signing) is not the necessary accommodation."

Item Title:

Consider recommending approval of an amendment to the STEM Funding Agreement and budget between the Lawton Economic Development Trust Authority and the Friends of the Library.

Initiator: Donalynn Blazek-Scherler, City Clerk

Information Source: Kristin Herr, Director

Background:

On September 18, 2025, the Lawton Economic Development Trust Authority (LEDA) approved a STEM Funding Agreement and budget with the Friends of the Library to support STEM-related programming.

Amendments to the agreement are being presented to require payments to be made on a reimbursement basis, change reporting from a monthly requirement to documentation submitted with each invoice, and replace the annual report with a final report due no later than 30 days after the grant period ends. Minor labeling and clarifying language updates have also been incorporated to improve overall clarity without changing the substance of the agreement.

A budget amendment is also proposed to better align the approved funding with the specific program activities being supported.

Correlation to the True North Statement:**Exhibit:**

2nd Amended Funding Agreement; Amended Budget; Original Funding Application

Key Issues:**Funding Source:**

TIF STEDI Funds

Recommended Action:

Recommend approval of an amendment to the STEM Funding Agreement and budget between the Lawton Economic Development Trust Authority and the Friends of the Library.

ATTACHMENTS:

1. Friends of the Library- 2nd Amended Draft
2. 12.15.25 Project Budget
3. Friends of Library STEM Funding Application

Lawton Community STEM Program FUNDING AGREEMENT

Second Amended

This Funding Agreement (this “Agreement”) is made by and between Lawton Economic Development Authority, a public trust (“LEDA” or “Grantor”) and Friends of the Lawton Public Library (“Grantee”). Funding has been approved to provide financial support to the Grantee for the implementation and operation of the Lawton Community STEM Program (the “Program”), which shall consist of activities designed to assist students in developing STEM-related skills and career opportunities in the amount listed below for use during the period beginning on July 18, 2025, and ending December 31, 2025.

A. Funding Conditions.

1. Execution of this Agreement by the Grantee and LEDA.
2. By execution of this Agreement, Grantee acknowledges and agrees that receipt of funds hereunder is conditioned upon Grantee’s performance of the terms of this Agreement. The Grantor shall provide financial support to the Grantee for the implementation and operation of the Program that aims to assist students in developing STEM-related skills and career opportunities. The primary focus of the Program is on academic and hands-on learning activities related to science, technology, engineering, and mathematics. The funding of this Program by LEDA is explicitly recognized as a contribution to the betterment of the community, and the activities supported by this funding are hereby acknowledged to serve a public purpose and provide significant benefits to the citizens of Lawton.
3. LEDA agrees to provide funds to Grantee in an amount not to exceed Twelve Thousand Dollars (\$12,000.00), consistent with the approved budget (Exhibit B) in exchange for the services to be performed under this Agreement and as indicated in the attached STEM Funding Request Form (Exhibit A). Payment to Grantee will be on a reimbursement basis and is subject to LEDA’s receipt of the designated STEM funding authorized by the Skills Training, Education, Development and Investment (STEDI) Project Plan adopted by the City Council of the City Lawton on December 10, 2019, as thereafter amended from time to time (“STEDI Project Plan”). All claims submitted to LEDA must be presented in writing. No account or claim may be paid by LEDA unless it has been reviewed and approved by LEDA’s Executive Director and properly recorded in LEDA’s financial records. Only expenditures included in the approved budget will be paid, and only upon submission of properly documented claims. Funds shall be used solely for the purposes and activities described in Scope of

Work (Exhibits A) and Budget (Exhibit B) and shall not be expended for any other purpose.

4. The Executive Director will be responsible for monitoring compliance with the requirements for claims for payment submitted under this Agreement and will promptly report in writing possible non-compliance to the Grantee.
 5. Grantee shall submit a ~~Monthly Report report~~ to the Executive ~~Director together with an invoice for services rendered during the prior month with each invoice~~. The Executive Director shall forthwith review the ~~Monthly R~~report and invoice to verify work performed and activities set forth therein meet the requirements of this Agreement. The Executive Director may request any additional information needed to fully document Grantee's work in furtherance of the objectives set forth in this Agreement and the Scope of Work (as described in Exhibits A and B). The Executive Director shall complete his or her review within ten (10) business days of the submission of the ~~Monthly R~~report and invoice by Grantee and, if found to be satisfactory, shall submit the ~~Monthly R~~report to LEDA and the invoice will be processed for payment; provided, if the Executive Director reasonably finds that the ~~Monthly R~~report or invoice are not satisfactory, he or she may withhold such notification until any deficiencies in the ~~Monthly R~~report or invoice have been corrected by Grantee.
 6. The Grantee understands and agrees that the payment of funds by LEDA to Grantee under this Agreement shall be limited to the amount of funds specified in this Agreement.
 7. Upon the expiration or termination of this Agreement, any portion of the approved budget that remains unused will remain with LEDA. LEDA reserves the right to reallocate any unused funds to other projects or initiatives that align with its objectives, and the Grantee shall have no claim or entitlement to any portion of said funds.
- B. Alignment with STEM Strategic Plan (Council Policy 0-3). The Grantee's implementation of the Program shall align with the STEM Strategic Plan (Council Policy 0-3) by:
1. Creating a thriving hub for STEM education, innovation, and economic growth, setting the standard for excellence in these crucial fields and uplifting the community's economic status.
 2. Fostering a collaborative and inclusive ecosystem that harnesses the collective efforts of community-based initiatives, organizations, and industry partners, with goals that

include: advancing STEM education, increasing high school graduation rates, promoting post-secondary STEM training, growing the STEM workforce, and driving economic development in Lawton, OK and the broader Southwest region, including Comanche County.

C. Council Policy 0-3: Innovation Nexus STEM Strategic Plan Requirements. The Grantee's implementation of the Program shall:

1. Focus on STEM education and career readiness.
2. Provide opportunities for hands-on and experiential learning.
3. Demonstrate how the Grantee's implementation of the Program will help youth succeed by: a. Increasing student proficiency in STEM subjects. b. Increasing participation in STEM-related extracurricular activities and mentorship programs. c. Providing career exploration opportunities in STEM fields.
4. Include measurable criteria and provide measurable results.

D. Reporting Requirements. Grantee shall maintain specific data and provide a detailed report to LEDA and the STEM Board established under the STEM Strategic Plan, as follows:

1. Annual-Final Report. Grantee shall submit an annual report to LEDA and the STEM Board ~~by December 31, 2025~~ no later than 30 days after the grant period ends. The report shall include data reflecting how funds were used, the results, the numbers served, and the outcomes achieved.

E. Financial Audits. LEDA reserves the right to conduct a financial audit at any time during the term of this Agreement and for a period of five (5) years thereafter to ensure compliance. The audit may include an examination of financial records, statements, reports, contracts, receipts, and invoices. The Grantee agrees to maintain records for five (5) years and to cooperate fully with the audit process.

F. Annual Application. Funds must be applied for annually. Continued funding is contingent upon approval by LEDA, the STEM Board, and availability of funds. This Agreement does not obligate LEDA to provide funding beyond the term specified. Grantee may apply for future funding through the annual application process.

G. Additional Requirements. LEDA may impose additional requirements, including revisions to measurement methods or incremental funding based on progress.

H. Termination. LEDA reserves the right to terminate this Agreement and require the return of any unexpended funds if Grantee fails to comply with the terms of this Agreement.

Dated this ____ day of _____, 2025.

Lawton Economic Development Authority

~~Fred Fitch~~, Chairman

APPROVED as to form and legality this ____ day of _____, 2025.

CITY ATTORNEY

GRANTEE APPROVAL:

Name and Title of Authorized Representative (Please Print)

Signature of Authorized Representative

Date Signed

Attachments:
Exhibit A- Scope of Work
Exhibit B- Budget



Friends of the Lawton Public Library

Project Budget - Revised
12/15/25

Budget

We are requesting \$4,743.37 to cover the expenses of establishing and operating a FIRST LEGO League Challenge Team (ages 9 – 14). This funding will directly enable us to purchase necessary equipment, cover registration fees, and participate in competitive events.

LEGO League Expenses \$4,743.37

Expenses

Registrations	\$359.00
Classroom Packs w/Spike Prime Kits	\$3,563.09
LEGO Tournament Table	\$329.97
Supplies	\$299.55
Food during two competitions & team wrap-up/party	\$191.76
Total	\$4,743.37

Exhibit A

STEM FUNDING REQUEST FORM

Submitted to the Lawton/Fort Sill STEM Board

SECTION 1: APPLICANT INFORMATION

Applicant Name / Organization Name:

Point of Contact: Kristin Herr, Friends of the Lawton Public Library

Mailing Address: 110 SW 4th Street, Lawton, OK 73501

Email Address: kristin.herr@lawtonok.gov

Phone Number: 580-581-3450 ext. 1710

Type of Applicant (check one): Nonprofit Organization

SECTION 2: PROJECT INFORMATION

Project Title: FIRST LEGO robotics

Project Summary (briefly describe your project): This funding request is to support the creation of a LEGO robotics team at the Lawton Public Library. This initiative aims to provide an enriching STEM opportunity for year in our community, supplementing the existing school-based robotics programs. By hosting this team at the Lawton Public Library, this team will have a broader demographic of students who may not have access to similar programs through their schools.

Target Audience (e.g., K-12 students, teachers, veterans, workforce development):

Children aged 9 to 14

Geographic Area Served: Comanche County

Project Timeline (start and end date): August 2025 to May 2026

Total Amount Requested: \$15,000.00

Total Amount Approved by STEM Board on July 18, 2025: \$12,000.00

Total Project Budget: \$15,000.00

Other Funding Sources (if any): The Friends of the Library support several STEM-related events and resources totally about \$10,000.00 annually. This LEGO team is an initiative above and beyond the Friends' support.

SECTION 3: PROJECT IMPACT

Describe how this project promotes STEM education, workforce development, or innovation:

Expected Outcomes (quantifiable, if possible):

1. **Increased STEM Engagement:** Participants will show a notable improvement in their understanding of basic coding and robotics concepts. We expect to see a **25% increase** in their demonstrated proficiency, evidenced by successful completion of coding challenges and robot missions throughout the season.
2. **Enhanced 21st-Century Skills:** The program will significantly boost participants' teamwork, communication, and critical thinking abilities. We anticipate a **40% improvement** in these collaborative skills, as observed and rated by coaches and through peer evaluations during team activities.
3. **Expanded Library Reach:** Offering FLL will draw new patrons to the library. We aim to attract **15-20 new families** who actively engage with the library beyond the FLL program, which we'll track through new library card registrations and sign-ups for other library events.
4. **Improved Problem-Solving:** Participants will develop stronger analytical and troubleshooting skills. Our goal is for teams to demonstrate a **50% increase** in their ability to independently identify and resolve robot malfunctions and adapt their strategies during practice sessions.

How will success be measured and reported?:

Success for each of these outcomes will be measured through a combination of qualitative and quantitative methods. **Coding and robotics proficiency** will be assessed by coaches using a rubric tied to project milestones and robot performance. **Teamwork and communication skills** will be evaluated through coach observations, a simple peer assessment rubric, and team project presentations. **Library reach** will be tracked by monitoring new library card registrations directly linked to FLL participants and their families, as well as cross-promotion sign-ups for other library programs. **Problem-solving abilities** will be gauged by coaches noting the frequency and independence of student-led troubleshooting during practice.

SECTION 4: ATTACHMENTS (REQUIRED)


- ✓ Project Budget (itemized)
- ✓ Timeline and Milestones
- ✓ IRS 501(c)(3) Determination Letter (if applicable)
- ✓ Letters of Support (optional)
- ✓ Additional Supporting Materials (optional)

SECTION 5: AUTHORIZATION

I certify that the information provided is accurate and complete to the best of my knowledge. I understand that submission of this form does not guarantee funding.

Name: Kristin Herr

Title: Library Director

Signature: 

Date: July 1, 2025

SUBMISSION INSTRUCTIONS:

Submit completed forms and attachments to: donalynn.blazek-scherler@lawtonok.gov and kobe.humble@lawtonok.gov

Questions may be directed to:

City Clerk's Office- City of Lawton

Phone: 580-581-3305 EXT 1033

212 SW 9th Street, Lawton, OK 73501

Item Title:

Consider approving amendments to the STEM Funding Standard Operating Procedure to include: defining administrative costs, establishing funding periods and submission timelines, defining the role of the Community Based Partner, and defining budget adherence requirements.

Initiator: Donalynn Blazek-Scherler, City Clerk

Information Source: Donalynn Blazek-Scherler, City Clerk, Richard Rogalski- LEDA Executive Director

Background:

The attached amendments to the STEM Funding Standard Operating Procedure (SOP) strengthen clarity, consistency, and fiscal accountability in the administration of STEM funding. The revisions formally define administrative costs, establish a 15% cap on those expenses, require that all administrative costs be listed separately on itemized budgets, and prohibit modification of those costs under LEDA's discretionary authority.

The amendments also establish a clear annual funding period and structured submission timeline, including a defined pre-application window and the ability to accept additional requests only if annual funding has not been fully allocated.

In addition, the amendments clarify the role of the Community-Based Organization (CBO) Partner in evaluating nonprofit requests, ensuring contractual compliance, managing disbursements and reporting, and seeking STEM Board and LEDA approval when requests exceed contractual limits.

Finally, the revisions strengthen budget adherence requirements by requiring strict compliance with approved budgets, clearly defining when full approval from both the STEM Board and LEDA is required for project modifications, limiting discretionary authority to non-administrative changes only, and requiring formal documentation and reporting of all budget modifications. The governance language is also updated to clearly reflect the STEM Board's role as the governing body responsible for funding decisions.

Correlation to the True North Statement:

Transparency and Trust

Exhibit:

STEM Funding SOP Amendments

Key Issues:

N/A

Funding Source:

N/A

Recommended Action:

Approve the proposed amendments to the STEM Funding SOP.

ATTACHMENTS:

1. STEM Funding SOP- Amendment 1

Standard Operating Procedure (SOP)

Processing Requests for STEM Funding
Lawton/Fort Sill STEM Board

1. PURPOSE

To define the process for submitting and routing STEM funding requests in the Lawton/Fort Sill region, ensuring proper administrative handling and alignment with the Innovation Nexus STEM Strategic Plan.

2. SCOPE

This SOP applies to all entities (including community-based organizations, educational institutions, government agencies, private sector partners, and the STEM Consortium) requesting funds for STEM programs, events, or initiatives in the Lawton/Fort Sill area.

3. DEFINITIONS

1. **STEM Consortium**: A community-wide forum composed of stakeholders from academia, industry, nonprofits, government, and Fort Sill. While the Consortium coordinates and promotes regional STEM activity, it does not have any authority to approve or deny funding requests. The STEM Consortium as a whole may submit funding requests through the City Clerk's Office.
2. **STEM Board**: A governing body that reviews, evaluates, and approves STEM funding requests. The Board includes representatives from education, city government, Fort Sill, nonprofit organizations, and industry partners. The STEM Board was created by the City of Lawton for the purpose of administering the STEM Strategic Plan.
3. **Community-Based Organization (CBO)**: Nonprofit groups, churches, clubs, or similar grassroots organizations primarily serving the local community.
4. **CBO Partner**: A designated community-based organization selected annually through an agreement with the STEM Board and LEDA to manage and disburse STEM funding for local programs and initiatives that serve the community.
5. **Government Service Organizations (GSO)**: Entities that operate using public funds and serve governmental, educational, or public service functions, such as public schools, municipal departments, or state and federal agencies.
6. **LEDA (Lawton Economic Development Authority)**: The organization responsible for administering STEM funding in alignment with the STEDI Project Plan. As the oversight

entity for STEDI, LEDA ensures that funds are generated and distributed according to the STEDI Plan.

- 7. Community STEM Funds: STEM funding apportioned from the STEDI project plan and private donations intended for the community STEM programs.
- 8. Administrative Costs: Costs related to administration, including wages, salaries, payroll expenses, stipends, or personnel-related charges. Administrative costs may not exceed 15% of the total amount requested and must be listed separately on the itemized budget.

4. PROCEDURE

Request Origin	Submit To	Review Authority
Community-Based Organizations	CBO Partner	CBO Partner
Government Service Organizations	City Clerk	STEM Board
STEM Consortium	City Clerk	STEM Board

4.1 Initial Routing of Funding Requests

- 4.1.1 The City Clerk’s Office manages all STEM funding requests except those submitted to the designated CBO Partner and serves as the administrative liaison to the STEM Board. This includes receiving, logging, and placing eligible requests on the STEM Board agenda for formal review and action.
- 4.1.2 The STEM Consortium as a whole may submit funding requests for collaborative community events and regional STEM initiatives. These requests must be submitted through the City Clerk’s Office and follow the same process as other non-CBO applicants. The Consortium’s submissions are evaluated by the STEM Board like any other request.
- 4.1.3 In addition to STEDI funds, STEM funding is also supported by private donations. All private contributions intended for STEM programming must be submitted to the City Clerk’s Office, which will process the donations and forward them to the STEM Board for allocation in alignment with the STEM Strategic Plan.
- 4.1.4 The STEM Board is responsible for evaluating how both STEDI-generated funds and private donations are distributed, ensuring accountability and that all expenditures support approved initiatives.

4.2 Submission Requirements

All applicants requesting STEM funding must submit a completed STEM Funding Request Form (Exhibit A). The form must be filled out in its entirety and accompanied by the following required documentation to be considered for review:

1. **Itemized Budget:** A detailed account of expected costs, including materials, staffing, venue, marketing, and other expenses. Budgets should clearly indicate the amount of funding requested and identify any matching or supplemental funding sources, if applicable.
2. **Expected Outcomes and Evaluation Plan:** A summary of the anticipated results of the project and a description of how success will be measured. This may include metrics such as number of participants, knowledge gains, skills acquired, partnerships formed, or post-event feedback.
3. **Proof of IRS nonprofit status,** if applicable.
4. **Any additional documentation that supports the feasibility and alignment of the project with the regional STEM Strategic Plan.**

Incomplete submissions or those lacking necessary documentation may be returned without review until all requirements are met.

4.3 Funding Periods and Submission Timeline

1. The grant funding period is May 1 through April 30 of the following year. Approved grant funding will not extend beyond this period, and all programs must reapply for the following grant period.
2. The pre-application period is February 1st to March 31st for the upcoming grant period. Requests submitted during this time, if found to be complete and in accordance with the STEM Funding SOP, Innovation Nexus STEM Strategic Plan, and any other relevant STEM policies in place, will be considered by the STEM Board at their April meeting.
3. If all the annual STEM funding has NOT been allocated by the STEM Board at the end of the pre-application period, additional requests may be submitted at any time during the current grant period.

4.4 Review and Approval Process

4.4.1 Community-Based Organizations (CBOs):

1. Submit all required documentation directly to the designated CBO Partner, as identified annually by the STEM Board and LEDA.
2. The CBO Partner evaluates the request based on eligibility, alignment with the STEM Strategic Plan, and available funding, in accordance with its contract.

3. The CBO Partner communicates its decision to the applicant and manages all disbursements, reporting, and follow-up in coordination with LEDA.
4. If the request exceeds the scope or budget of the CBO Partner's current agreement with LEDA, the CBO Partner must present the request to both the STEM Board and LEDA to seek approval for an amendment to their existing agreement.

4.4.2 All Other Requests (Including the STEM Consortium):

1. Submit the completed request packet to the City Clerk's Office.
2. The City Clerk reviews the submission for completeness and places the item on the next available STEM Board agenda.
3. The STEM Board reviews and evaluates each request during its regular meeting. A formal vote is taken to approve, deny, or request further information.
4. The City Clerk's Office communicates the Board's decision to the applicant and coordinates any necessary follow-up, including funding disbursement and reporting requirements.

5. GOVERNANCE AND OVERSIGHT

~~The STEM Board holds sole authority to approve, modify, or deny funding requests submitted by entities other than the CBO Partner. It evaluates proposals for alignment with regional priorities, funding availability, and anticipated impact. The STEM Board is the governing body responsible for reviewing, evaluating, and approving STEM funding requests submitted by entities other than the designated CBO Partner. The Board evaluates all proposals for alignment with regional STEM priorities, funding availability, anticipated impact, fiscal responsibility, and compliance with the Innovation Nexus STEM Strategic Plan.~~

5.1 City Clerk's Office

The City Clerk's Office serves as the administrative hub for STEM funding requests.

Responsibilities include:

1. Receiving and tracking submissions.
2. Ensuring procedural compliance.
3. Coordinating Board agendas.
4. Communicating decisions and tracking follow-up actions.
5. Processing all private donations to ensure transparency and proper documentation.

5.2 CBO Partner

The CBO Partner independently administers funding for community-based organizations under the terms of its contract with LEDA and the STEM Board. The CBO Partner is responsible for:

1. Evaluating requests submitted by nonprofit and community-based organizations
2. Ensuring compliance with its contract
3. Managing disbursements of funds and reporting requirements of all community-based organizations.
4. Seeking STEM Board and LEDA approval when requests exceed contractual limits.

5.3 Administrative Costs

Administrative costs, including salaries, wages, stipends, payroll-related expenses, and any other personnel-related charges, associated with the management of STEM funds shall not exceed 15% of total allocations, unless otherwise authorized by the STEM Board. All administrative expenses must be:

1. Listed separately on the submitted budget
2. Cannot be modified under LEDA's discretionary authority.

5.4 Budget Adherence Requirements

Once a budget is approved, applicants must adhere strictly to the budget as submitted. Funds may not be reassigned, repurposed, or altered without prior written authorization. All administrative-related budget adjustments require joint approval from:

1. The STEM Board, and
2. LEDA

5.5 LEDA Executive Director Discretionary Authority (Non-Administrative Expenses Only)

The LEDA Executive Director and/or City Clerk are authorized to approve reasonable budget modifications that do not involve administrative expenses and do not increase the total amount of funding previously awarded. At a minimum, any modification under this authority must:

1. Leave unchanged all administrative expenses and uphold the 15% administrative cost cap;
2. Not materially alter the project's overall scope, purpose, objectives, or anticipated outcomes;
3. Not require an increase in the total funding amount;
4. Be documented in writing and included with the original funding request record.

This authority applies only to reallocations among programmatic, operational, or supply-related line items.

5.6 Modifications Requiring Full Approval

Any modification that includes:

1. Changes to administrative costs (including wages, salaries, and personnel costs)
2. Increases to the total funding amount
3. Alterations that materially change the project scope or activities
4. Any modification outside the LEDA Executive Director's discretionary authority

must be submitted in writing and receive approval from both the STEM Board, and LEDA prior to implementation.

5.7 Documentation and Reporting of Budget Modifications

All budget amendments, whether approved by the LEDA Executive Director and/or City Clerk under discretionary authority or jointly approved by the STEM Board and LEDA, must:

1. Be documented in writing,
2. Be placed in the official project file maintained by the City Clerk's Office, and
3. Be presented to the STEM Board at its next scheduled meeting.

EXHIBIT "A"

STEM FUNDING REQUEST FORM

Submitted to the Lawton/Fort Sill STEM Board

SECTION 1: APPLICANT INFORMATION

Applicant Name / Organization Name:

Point of Contact: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Type of Applicant (check one):

- Individual Nonprofit Organization Educational Institution Business/Private Sector Government Agency Other: _____

SECTION 2: PROJECT INFORMATION

Project Title: _____

Project Summary (briefly describe your project): _____

Target Audience (e.g., K-12 students, teachers, veterans, workforce development):

Geographic Area Served: _____

Project Timeline (start and end date): _____

Total Amount Requested: \$ _____

Total Project Budget: \$ _____

Other Funding Sources (if any): _____

SECTION 3: PROJECT IMPACT

Describe how this project promotes STEM education, workforce development, or innovation:

Expected Outcomes (quantifiable, if possible): _____

How will success be measured and reported?: _____

SECTION 4: ATTACHMENTS (REQUIRED)

- Project Budget (itemized)
- Timeline and Milestones
- IRS 501(c)(3) Determination Letter (if applicable)
- Letters of Support (optional)
- Additional Supporting Materials (optional)

SECTION 5: AUTHORIZATION

I certify that the information provided is accurate and complete to the best of my knowledge. I understand that submission of this form does not guarantee funding.

Name: _____

Title: _____

Signature: _____

Date: _____

SUBMISSION INSTRUCTIONS:

Submit completed forms and attachments to: CityClerkEmailList@lawtonok.gov

Questions may be directed to:

City Clerk's Office- City of Lawton
Phone: 580-581-3305 EXT 1033
212 SW 9th Street, Lawton, OK 73501

Item Title:

Consider approval of the FIRST LEGO League (FLL) Funding Policy as a supplemental policy to the STEM Funding SOP and Innovation Nexus STEM Strategic Plan.

Initiator: Donalynn Blazek-Scherler, City Clerk

Information Source: Donalynn Blazek-Scherler, City Clerk, Richard Rogalski- LEDA Executive Director

Background:

FIRST LEGO League (FLL) is identified in the Innovation Nexus STEM Strategic Plan as a priority robotics initiative due to its direct impact on early STEM engagement, workforce development, and equitable access to hands-on learning opportunities for K–12 students. The attached policy is intended to establish clear, consistent, and equitable rules for providing financial support to Lawton-based FLL teams while ensuring alignment with existing STEM funding structures and strategic priorities.

The proposed policy outlines eligibility requirements, standard funding levels, and the creation of a dedicated advanced competition fund to support regional and state championship participation. It also establishes reporting requirements, administrative cost limitations, application procedures, and formal oversight responsibilities between the City Clerk’s Office, the STEM Board, and the Lawton Economic Development Authority (LEDA).

Approval of this policy will formalize the funding framework for FIRST LEGO League teams within the Lawton–Fort Sill community, strengthen accountability, and support the City’s long-term commitment to expanding equitable access to STEM programming.

Correlation to the True North Statement:

Community of Choice Where Families Thrive

Exhibit:

FLL Funding Policy

Key Issues:

Funding Source:

STEM Revenue from TIF Funding

Recommended Action:

Approve the First Lego League Funding Policy.

ATTACHMENTS:

- 1. FLL_Funding_Policy

FIRST LEGO League (FLL) Funding Policy

Supplemental Policy to the STEM Funding SOP and the Innovation Nexus STEM Strategic Plan

1. PURPOSE

The purpose of this policy is to establish clear, consistent, and equitable rules for providing financial support to FIRST LEGO League (FLL) teams within the Lawton–Fort Sill community. FIRST LEGO League is specifically identified in the Innovation Nexus STEM Strategic Plan as a key robotics initiative and is given high importance due to its impact on early STEM engagement and workforce development. This policy ensures that funding practices support the Strategic Plan, increase K–12 access to robotics programming, and promote equitable participation across local schools, nonprofits, and community organizations.

2. ELIGIBILITY

FLL funding may be requested by public and private schools, nonprofit organizations, community-based organizations, STEM Consortium members, and qualified coaches affiliated with a recognized school or organization. Only Lawton-based teams are eligible for funding under this policy.

4. STANDARD LOCAL-LEVEL FLL FUNDING

All FLL applicants shall receive the same standard funding amount, as determined annually by the STEM Board. This standard amount covers official FIRST LEGO League team registration, season challenge kits, and basic supplies required for local participation. Funding may not be used for wages, stipends, or non-essential equipment.

5. ADVANCED COMPETITION FUND (REGIONAL & STATE)

A dedicated funding pool shall be set aside annually from TIF/STEDI STEM funds to support participation in FIRST LEGO League Regional and State Championships. Each year, the STEM Board will fund up to three Lawton-based teams for regional championships and up to two for state championships. Funds may cover registration fees, required competition materials, and travel when approved.

In addition, a separate, designated portion of this allocation will be reserved to support Lawton’s efforts to host FIRST LEGO League regional events, ensuring the community can successfully attract, organize, and maintain these competitions.

6. REPORTING REQUIREMENTS

All FLL teams receiving funding—standard or advanced—must submit an End-of-Season Report including the number of students served, summary of activities, participation in

competitions, outcomes, budget reconciliation, and optional documentation such as photos. The report should also include the cost per student served.

7. APPLICATION PROCEDURES

Applicants must submit the STEM Funding Request Form, itemized budget, team roster, and season goals. FLL funding requests must comply with deadlines in the STEM Funding SOP, including the pre-application period (February 1–March 31) and the annual funding decision timeline.

8. ADMINISTRATIVE COST LIMITATION

Administrative costs—including wages, salaries, stipends, or personnel-related expenses—are not allowable under this policy. FIRST LEGO League is a volunteer-based program, and all coaching, mentoring, and team support roles are expected to operate within that model. For this reason, administrative expenses cannot be included in any portion of the FLL budget or requested under the LEDA discretionary modification authority.

9. OVERSIGHT AND ADMINISTRATION

The City Clerk’s Office shall receive FLL funding requests, verify completeness, place items on the STEM Board agenda, notify applicants of decisions, maintain funding records, and track reporting compliance. LEDA and the STEM Board jointly oversee funding allocations and compliance.

10. AMENDMENT PROCEDURES

This policy may be amended by a majority vote of the STEM Board and concurrence from LEDA. All amendments must remain consistent with the STEM Strategic Plan and the STEM Funding SOP.