**Application for *Discover Exoplanets: The Search for Alien Worlds* traveling exhibition**

# 1. Project Director and Exhibition Shipping Information

Note: The Project Director is the person who will be responsible for coordinating the traveling exhibit display in the library or other site. They will be the primary point of contact for the project at the applicant institution. All fields are required unless noted otherwise.

First Name [text field]

Last Name [text field]

E-mail [text field]

Phone Number [text field]

Extension (optional) [text field]

Title [text field]

Department (optional) [text field]

Institution [text field]

Address 1 [text field]

Address 2 (optional) [text field]

City [text field]

State/Territory [pull down]

ZIP Code [text field]

SAMS Number [text field]

Population Served (Please choose appropriate answer from drop-down field)

 [<4,999; 5,000-9,999; 10,000-24,999; 25,000-74,999; 75,000-149,999; 150,000-499,999 >500,000

Community Type (Please choose appropriate answer from drop-down field)

 [City; City/Suburb; Suburb; Suburb/Rural; Rural; Other

Closest metropolitan area **and state/territory** [50 spaces]

What counties, communities and populations do you serve?

Number of branches in your library system (enter NA if not applicable)

Number of library cards issued

Estimated average daily number of visitors to your institution (one weekday)

Estimated average weekend number of visitors to your institution (weekend total)

Based on prior experience, % of your audience who will view the exhibit and participate in programming at your institution during a 12-week period?

Does your library have a double door that can be used when unloading the exhibit? If you have security devices at these doors, they may need to be moved.

Is there semi-trailer access (including parking on a street near the building) to the building in which the exhibit will be displayed? This does not impact your eligibility to host the exhibition.

 Yes

 No

Does the exhibition site have a loading dock with semitrailer access? This does not impact your eligibility to host the exhibition.

 Yes

 No

Do you have storage space (for crates and pallets)? While the exhibit has not yet been fabricated, we anticipate there will be one large/long wooden crate which can be stored on its side, and 3-6 large boxes/totes.

# 2. Proposal Narrative

Please write a narrative describing your plans for presenting the exhibition.The proposal narrative consists of seven sections (described immediately below). Please note that each section of the narrative may not exceed **400** words.

1. Describe why your library would like to host this exhibition, including community interests in STEAM topics, demographics, collections, or other resources or programming focus areas related to NASA topics and space exploration. What are your prior experiences with hosting traveling exhibitions and/or offering public programs about STEAM topics?

2. Please describe who from the library (including staff and volunteers) will support this project. Provide detailed information about their experience and planned role on the project.

3. A major focus of the *Discover Exoplanets: The Search for Alien Worlds* project is to reach underserved audiences with STEAM programming. Identify at least one principal underserved audience you will reach with programming for this exhibition and make a strong case for why you have chosen this audience and how you will reach them. Please reference Census or other data in making your case. A generally underserved geographic area can be considered an underserved audience. Please note that the intent of this requirement is for you to reach *new* audiences **or** to increase reach to those audiences. Successful applicants will demonstrate plans to increase participation of their underserved audience, not merely state that they use the venue currently.

4. Collaboration with another community organizations is very important to the success of this project, and a community partner is expected to host 3 outreach pieces (3 medium sized exhibit components). Please tell us what community organization(s) (like museums, cultural institutions, schools, churches, etc) in your community/region will help you to host the exhibition. Have you worked with these organizations before? If you’d like to partner with a new organization, what are your plans for building that partnership? A letter of commitment from your outreach venue(s) is encouraged, but not required.

5. Describe the programs you plan to implement to meet or to exceed the project requirements. Project requirements are: Ten programs for different age groups, including one opening event, 3 public programs for adults, three public programs for families (including children of any age group), and three programs for out of school K-12 children (any one of these programs may be combined with the opening event.) At least 3 programs must have a strong NASA connection. Who will present the programs? (This may include library staff, library volunteers, external in-person presenters, or external virtual presenters!) Include names and qualifications of potential external presenters. We realize your program plans may change after award, so you are not obligated to these plans. Please describe one program of each program type. (See FAQ for further description of program types).

6. Where will the exhibition be displayed in your library? Please describe the space (and upload a picture) and its relationship to traffic flow in the library. Does the area have wireless Internet access and at least eight electrical outlets? Remember, the exhibit does not need to be displayed all in one space, you can be creative with placement. We anticipate the exhibit needing approximately 700 square feet of non-contiguous space.

# 3. Exhibition Scheduling Period

Each site will have the exhibition for 14 weeks on average. If you have additional information about scheduling preferences to add to your application, please include it at the end of this section under “Comments.”

You must indicate a choice in both fields. (You may indicate "No Preference" for any of them.)Please note that we cannot guarantee that the exhibition will be available during one of your preferred periods.

Please designate three periods during which your institution prefers to display the exhibition.

Preferred display periods (month/year) approximate, will be finalized upon offer

[9/1 - 11/30/2023; 12/1/2023 - 2/28/2024; 3/1 - 5/30/2024; 6/1 - 8/31/2024; 9/1 - 11/30/2024; 12/1/2024 - 2/28/2025; 3/1 - 5/30/2025; 6/1 - 8/31/2025; 9/1 - 11/30/2025]

1st Choice

 2nd Choice

 3rd Choice

Please designate up to three periods during which your institution will not be able to host the exhibition.

Unwanted display periods (month/year) approximate, will be finalized upon offer

[9/1 - 11/30/2023; 12/1/2023 - 2/28/2024; 3/1 - 5/30/2024; 6/1 - 8/31/2024; 9/1 - 11/30/2024; 12/1/2024 - 2/28/2025; 3/1 - 5/30/2025; 6/1 - 8/31/2025; 9/1 - 11/30/2025]

 1.

 2.

 3.

Comments:

# 4. Certify Authorization

An application to host *Discover Exoplanets: The Search for Alien Worlds* is an application for an award from the sponsors of this project (the National Center for Interactive Learning at the Space Science Institute). SSI is required by law to ask applicants to identify for each application a certifying official, who is authorized to submit applications for funding on behalf of the organization.

To complete this section, you must enter all of the information that is requested.

Certifying Official First Name [text field]

Certifying Official Last Name [text field]

Certifying Official Title [text field]

Certifying Official Institution [text field]

*By checking this box and submitting this application, the authorized representative for the applicant organization certifies that all statements contained herein are true and correct to the best of his or her knowledge and belief; and that the applicant organization (including, when pertinent, each additional library branch on whose behalf it is applying) is neither presently debarred, suspended, proposed for debarment, declared ineligible, nor voluntarily excluded from participation in this transaction by any federal department or agency.*

*You can check the status of your institution with regard to debarment at the website of the [link:* ***Excluded Parties List System****].*

Certification: []

When you are satisfied with your application, submit directly through this site. Once your application has been submitted, no further changes will be possible. You must submit your application in order for it to be considered. Any questions about the application, exhibition, or other items should be sent to Stephanie Vierow-Fields (svfields@spacescience.org). **All applications must be submitted by**