2010-2011 NEA-Retired
State Project
Grant Information and Application

Each year NEA-Retired will award State Project Grants to state retired entities (retired locals must make requests through the State Retired Organization). In cases where a State Retired Organization does not exist, NEA-Retired will receive and review grant proposals that seek to establish a State Retired Organization. The grant award will not exceed $5,000 a year. No State Retired Organization shall receive more than two grants per year.

Criteria:
Specific criteria for awarding these grants are below:

- Arrange pre-discussions with state executive director and state leaders, and obtain some level of commitment on their part to support and endorse the project.
- Download the grant application, progress report form, final report form, or opt out forms from www.nea.org/retired; fill in the application using the active form fields; save it to disc, flash drive, or hard drive and submit as a word document attached to an email.
- Email the grant application to the NEA-Retired Office (Candace L. Lilyquist - clilyquist@nea.org). NEA-Retired grant proposals must include a summary of the project with the beneficiaries of the project, those involved, objectives, methods, evaluation and budget.
- The grant proposal must include the total amount of the grant requested with a detailed plan for spending the grant dollars.
- Grant proposals should address a strategic focus or priority of the NEA, or NEA-Retired. Grant dollars must be used for membership organizing project(s), issue organizing, intergenerational mentoring program development or community partnerships and should be related in some aspect to the main priorities of the NEA or NEA-Retired.
- Matching support from the affiliate or other community sources is highly encouraged and will be used as a factor to consider the amount of the grant award.
- Program planners should seek matching funds or in kind contributions from the State Affiliate, and/or public and private agencies.

One (1) Year Grants - Final Report
Successful grant recipients must submit a final report indicating how the monies were spent and what results were produced by July 1, 2011.
Two (2) Year Grants - Progress Report and Final Report
Successful grant recipients must submit a progress report (February 15, 2011) and a final report (July 1, 2012) indicating how the monies were spent, what gains were achieved, and what results were produced. Progress reports may also be used to communicate challenges or problems associated with successful completion of the project.

Grant awards will be made in the budget year for which a project is to be implemented.

**Example:** a successful two-year grant application requesting $5,000 in year one of the grant and $4,000 in year two of the grant. Applicants will be awarded $5000 for the first year of the two-year grant. When the grant progress report and required forms have been received and reviewed by NEA-Retired, the additional $4000, for the second year of a two-year grant, will be awarded.

The grant money **should not** be used to supplement state or local budgets, staff salaries or travel. Grant money cannot be used to travel out of state or attend conferences. (I.e. NEA Retirement & Benefits Forum, Alliance for Retired Americans Conference, etc.). **NO GRANT MONIES CAN BE USED FOR STIPENDS TO MEMBERS OR STAFF.**

NEA-Retired will grant members’ dues dollars with the express understanding that dollars will not be used for direct lobbying expenses or political action. Consult with legal services when you have questions about appropriate use of grant monies.

Some Examples: Grant monies can be used for generic training (i.e. how to do a phone bank) and for costs associated with operating a get-out-the-vote (GOTV) campaign for our own NEA-Retired members. However, grant money cannot be used to contribute to candidates, parties, or campaigns.

Grant applications must be courtesy copied to the state retired president, state active president and the state executive director.

**Processes:**
NEA-Retired will observe these processes in receiving and distributing grants:

- **All grant applications will be postmarked on or before February 15, 2010.**
- Grant awards will be made after June first each year.
- An award letter will be sent to the State Executive Director with copies to the State Retired President, State Staff contact for NEA-Retired, State Active President and NEA Regional Director after June first each year.
- Checks for the amount of the awarded grant will be mailed (payable to the state affiliate) to the Executive Director of the State Affiliate in which the grant request originated.
Submit your application by email. Do not FAX the application.

**Second year funding**

Funding for the second year is contingent upon the completed progress report being submitted by the deadline. Funding for this second year is not automatic.

**Opt-out of the second year of a two year grant**

Complete the opt-out form and submit (email) it with the final evaluation report.

**For Contact Information Changes:**

Between the **DEADLINE SUBMITTAL DATE OF February 15 and June 1** of the year of the grant submission, **YOU MUST PROVIDE NEW CONTACT INFORMATION TO NEA-RETIRED VIA FIRST CLASS MAIL OR EMAIL SO THE CORRECT RECIPIENT WILL RECEIVE NOTIFICATION AT THE CORRECT ADDRESS, if the contact information you provided below for any **individuals changes** (i.e. newly designated, elected, replacement individual(s), new addresses, etc.).**

**Contact the office of NEA-Retired for information, questions, concerns and comments regarding NEA-Retired State Project Grants:**

<table>
<thead>
<tr>
<th>Candace L. Lilyquist</th>
<th>Malcolm B. Staples</th>
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<tbody>
<tr>
<td>Organizational Specialist</td>
<td>Manager, Constituent Relations</td>
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<td>NEA-Retired/Constituent Relations</td>
<td>NEA Constituent Relations</td>
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<tr>
<td>1201 16th Street, NW, Ste. 410</td>
<td>1201 16th Street, NW, Ste. 410</td>
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<tr>
<td>Washington, DC 20036</td>
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<tr>
<td>(202) 822-7103</td>
<td>(202) 822-7123</td>
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Please see Appendix D for all forms.

**Application**

**Progress Report**

**Final Report**

**Opt Out Form**
2010-11 NEA-RETIRED
STATE PROJECT GRANT APPLICATION

**GRANT CRITERIA:** Each year NEA-Retired will award State Project Grants to State Retired entities (retired locals must make application through the State Retired Organizations). In cases where a State Retired Organization does not exist, NEA-Retired will receive and review grant proposals that seek to establish a State Retired Organization. The grant award will not exceed $5,000 annually. No State Retired Organization shall receive more than two grants per year.

**APPLICATION PROCESS:** Please attach this completed form to an email and send it to clilyquist@nea.org.

**GRANT TITLE:**

**DATE OF SUBMISSION TO NEA-RETIRED:**

**NAME OF STATE AFFILIATE:**

**ARE YOU APPLYING FOR A ONE YEAR GRANT OR A TWO YEAR GRANT?**

- [ ] 1 Year
- [ ] 2 Year

A one year grant will conclude on July 1, 2011. A two year grant will conclude on July 1, 2012 if the retired organization submits a progress report by February 15, 2011.

**PRIMARY GRANT WRITER:** Please provide complete contact information for the individual responsible for communicating with NEA-Retired about the grant.

- **Full Name:**
- **Complete Address:**
- **Telephone Number:**
- **Email:**

**STAKEHOLDERS:** The following individuals must be courtesy copied on all applications.

- **State Affiliate Executive Director:**
  - **Telephone Number:**
  - **Email:**

- **State Affiliate Active President:**
  - **Telephone Number:**
  - **Email:**

- **State Affiliate Retired Staff Liaison:**
  - **Telephone Number:**
  - **Email:**

2010-2011 NEA-Retired State Project Grants Application
Return this form to NEA-Retired by attaching it to an email and sending it to Candace Lilyquist - clilyquist@nea.org
**GRANT PROPOSAL**

NEA-RETIRED SEEKS TO FUND PROJECTS THAT ADDRESS THE FOLLOWING TOPICS:

- Membership Recruitment
- Local Development
- Intergenerational Mentoring
- Outreach to Teach
- Networking
- Drive-In Conferences for Retirees
- Communications Development

**PROJECT SUMMARY:** Describe the project’s scope and purpose in two or three sentences.

**WHO WILL BENEFIT FROM THE PROJECT?**

**WHO WILL BE INVOLVED IN THE PROJECT?**
PROGRAM OBJECTIVES: Describe the anticipated results of the project.

METHODS: Describe each step of the process you will use to implement the project.
SUCCESS CRITERIA: How will you know your grant was successful when it is complete?

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Subtotal: $___________

OTHER FUNDING SOURCES (to be subtracted from subtotal): $___________

TOTAL AMOUNT REQUESTED FROM NEA-RETIRE GRANTS:
Year 1:___________
(cannot exceed $5,000 per year) Year 2:___________

GRANT WRITER SIGNATURE:________________________________________

DATE:__________________________________________________________

RECEIVED BY NEA-RETIRE:________________________________________

DATE:__________________________________________________________