GUIDELINES FOR NEA CENTER FOR ORGANIZING
RETired STATE ORGANIZING GRANTS

Each year the NEA Center for Organizing, in collaboration with NEA-Retired, awards State Organizing Grants to State Retired entities (Retired locals must make grant requests through the State Retired Organization). Grant awards will not exceed $5,000 annually. No State Retired Organization shall receive more than two grants per year.

GUIDELINES:
Specific guidelines for awarding these grants are below:

➢ **Deadline**: Submit a grant application by **August 1, 2014**

➢ **Description**: The application must include a description of the project. Grant dollars must be used for Membership Recruitment, Organizing New Retired Locals, Retired Organizing Projects, Creating Retired Activist, Developing Retired Leaders, or Developing and Strengthening Community Partnerships.

➢ **Goals**: State specifically what you are trying to achieve to reach your outcome at the end of the project?

➢ **Outcome**: State what you expect to be different as a result of your project? Indicate how you plan to sustain the change?

➢ **Detailed Budget**: The grant application must include the total amount needed to support the project with a detailed plan for spending the grant dollars. Project planners should seek matching funds and/or in kind contributions from the State Affiliate, and/or public and private agencies. **All grants require a 10% match from the state affiliate or other sources. Failure to obtain a 10% match or in kind contribution will result in a 10% reduction from the grant amount requested.** All matching funds should be listed in the budget.
Activities and Timeline: Explain what you are going to do and when. Include planning meetings as well as project activity dates. Include any training for volunteers.

Data Collection: How do you plan to collect data on your participants to be used in future activities or actions?

Evaluation Mechanism: Grant applications shall include a tool to evaluate the progress and success of the project. Your evaluation can be a survey that was completed by participants or an analysis of goals and expected results and how well both were met by this project.

Letter of Support: Submit a letter of support from the state Active President or Executive Director (required for all Retired Organizing Grants).

FAILURE TO COMPLY WITH THE GUIDELINES LISTED ABOVE WILL RESULT IN DENIAL OF YOUR GRANT APPLICATION

Additional Information:

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 Conferences, Alliance for Retired Americans Conference, etc.).

No grant monies can be used for stipends to members or staff.

NEA-Retired members’ dues dollars may 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 Award Process:**

NEA Center for Organizing will observe these processes in distributing grants:

- Grant awards will be distributed in October each year.
- An award letter will be sent to the State Executive Director with copies to the State Active President, State Retired President, State Staff contact for Retired, and NEA Regional Director in October 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.

**Contact Todd Crenshaw for information, questions, concerns and comments regarding the grant process:**

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