



National Education Association’s Urban Grant Program Guidelines

NEA’s Urban Grants support development of large local NEA affiliates representing pre-K-12 educators, higher education faculty, and education support professionals. This grant funding is intended for projects that increase membership recruitment and involvement, build Association capacity, issue organizing and organizing and engage communities. Urban Grants, administered by the NEA Center for Organizing, will be awarded for programs that align with the NEA Strategic Plan:

Membership Organizing: Projects involving targeted campaigns to develop strategies for membership growth, organizing culture, and sustainability.

Young Member Engagement: Projects that implement strategies to support younger educators in the transition from Student to active involvement in the Association, identify and address the motivations of newer educators, and develop innovative approaches to engagement.

Leadership Development: Projects including, but not limited to, building internal capacity to cultivate an organizing culture among staff and leaders; and developing strategies to identify emerging leaders. Projects that engage new member-leaders at the worksite or local Association level (examples: creating Building Association Teams; worksite organizing teams, or an Association Organizing Committee).

Community Outreach Engagement: Projects increasing advocacy and outreach to underrepresented communities, advancing community awareness, and engaging in collaborative partnerships. Community-parent engagement might be creating a committee for parent outreach around education issues (lower class size, implementation of Common Core Standards or evaluation systems).

Enhance Public Education: Projects that promote strategies designed to enhance public education and assist affiliates in fending off attacks to member rights.

Amount: The grant amount is up to \$5,000. Up to twenty-five urban grants are awarded annually.

Project Duration: Grants fund activities for twelve months from the date of the award.

Eligibility: Any NEA local affiliate of 500 members or more or which is the largest local NEA affiliate of any state regardless of membership number may apply.

Deadlines:

Application	September 30 (received)
Awards	December 31
Interim Progress Report	May 31
Final Project Report	January 31

Application:

To apply for a grant by the September 30 deadline, download the PDF application form at <http://www.nea.org/grants/grantsawardsandmore.html>. After completing the form, email to NCUEA at ncueainfo@nea.org, and fax the signature page to 202-822-7624.

Responsibilities/Requirements:

All applicant locals must provide contact names and signatures of the Project Coordinator (s), local affiliate president, and local affiliate UniServ/Executive Director. Each application **must** provide an **email address** for the primary contact person on the grant.

Urban Grant recipient locals must submit interim and final reports in a timely fashion using NEA-provided guidelines; failure to do so may jeopardize future grant requests. The final report is a full, substantive narrative of the project and includes copies of any final products, newspaper clippings, or photographs.

NEA reserves the right to publicize, reproduce, or use the reports and/or products resulting from any Urban Grant project. Local affiliate grant recipients are announced at the National Council of Urban Education (NCUEA) Fall Conference and are publicized in NEA web sites.

Any print or electronic presentations or publications prepared in conjunction with an NEA Urban Grant must include this statement: "This project is supported by the National Education Association through its Urban Grants Program."

Proposal Review and Selection of Grant Awardees

Proposal review is done by a carefully selected review team of NEA members and NEA staff. All decisions by the Review Team for the awarding of grants are final.

Criteria that guide selection of awardees include:

- Statements of need and objectives that reflect NEA priorities around organizing and building capacity within the Association
- Benefits to the local Association membership
- Collaboration among members, school districts, communities and other stakeholders
- Attainable and measurable outcomes
- Potential for successful completion within the timeline and budget provided
- Intentionality, inclusiveness and innovation
- Sustainability of the project after the urban grant funding period



THE NATIONAL EDUCATION ASSOCIATION'S URBAN GRANT APPLICATION

GRANT PROCEDURE

Applicants must submit a proposal to NEA Center for Organizing office. Proposals must be received by September 30. Please complete and email the form to NCUEA at ncueainfo@nea.org.

Grant Title _____ Date of Submission to NEA _____

Name of Local Affiliate Applicant _____

Name of State Affiliate _____

Please indicate if you had a previous Urban Grant _____ Year(s) _____

PART I: APPLICANT INFORMATION

Complete Address _____

Telephone _____ Fax _____

Email _____

Local Affiliate President _____

Telephone _____ Email _____

Local Affiliate Executive Director/UniServ Director _____

Telephone _____ Email _____

Project Coordinator _____

Telephone _____ Email _____

Project Coordinator _____

Telephone _____ Email _____

PART II: PROJECT SUMMARY

Provide a 50–70 word summary description of the project.

PART III: STATEMENT OF NEED

Provide a brief description of the need for the project and how it was determined. Indicate the number of Association members and other people involved; how the project reflects NEA’s strategic priorities; and how teachers, education support professionals and the Association will benefit from the completion of the project.



PART IV: PROJECT DESCRIPTION (Use additional sheets if necessary.)

Objectives: List the specific objectives to be accomplished in the program in measurable terms.

Activities: States the activities that will take place to accomplish the objectives.

Products and/or outcomes: Describe any products and/or outcomes that will result from the project.

Roles and responsibilities: List the principal people involved and their major responsibilities.

Timeline: Construct a timeline for the project. Note when major activities will take place. The project, or the phase of the project to be funded by an Urban Grant, must be completed by the following December.

PART V: PROJECT BUDGET

Estimate project expenses, such as travel, supplies, and printing. Note additional funding source(s) if applicable. Funding from other sources (e.g., school system, private sector, other grants) supports the importance and viability of the project. No more than 25 percent of grant monies can be used for stipends, substitute teachers, release time, outside speakers, or consultants.

Description of Expense	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Subtotal	\$ _____
Other Funding Sources (to be subtracted from subtotal)	(\$ _____)
Total Amount	\$ _____

THREE DATED SIGNATURES ARE REQUIRED (if emailed, these individuals must be copied on the submission)

Project Coordinator(s) _____ Date _____

Local Affiliate President _____ Date _____

Local Affiliate Executive Director/UniServ Director _____ Date _____

