

**2008-2009
NEA-RETIRED STATE PROJECT GRANTS
COVER SHEET**

GRANT TITLE: _____

DATE OF SUBMISSION: _____

STATE AFFILIATE: _____

DETAILS: (check all included documents)

- New **One-year Grant Application**
- New **Two-year Grant Application**

COMPLETE ORGANIZATION NAME: _____

CONTACT INFORMATION FOR GRANT WRITER(S): _____

**2008-2009
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GRANT TITLE: _____

GRANT AMOUNTS: (Not to exceed \$5,000 in any year)

One Year Grant:

\$ _____ Dollars requested (total)

Two Year Grant:

\$ _____ Dollars requested for year one

\$ _____ Dollars requested for year two

\$ _____ Total funds requested for the two year grant

SUMMARY OF GRANT REQUEST:

(Complete a short summary of the request in this block; “see attached” comment is not acceptable. Please provide only 2-3 summary sentences.)

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STATE AFFILIATE EXECUTIVE DIRECTOR: (when hand printing-use all caps)

MAILING ADDRESS: _____

WORK NUMBER: _____

or

HOME NUMBER: _____

E-MAIL: (if applicable) _____

2) STATE PRESIDENT: _____

MAILING ADDRESS: _____

3) STATE RETIRED PRESIDENT: _____

MAILING ADDRESS: _____

4) STATE STAFF CONTACT FOR RETIRED: _____

MAILING ADDRESS: _____

**2008-2009 NEA-RETIRED STATE PROJECTS
GRANT APPLICATION**

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Description of the State Project Purpose: *(i.e. The purpose of this grant is to increase membership in _____.)*

Description of the State Project Goals: *(i.e. Retired State Organization's goal is to increase our participation in Intergenerational Mentoring.)*

Description of the State Project Objectives (Expected Results): *(i.e. Retired State Organization will coordinate an Outreach to Teach event with local NEA Student Program members.)*

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Please supply an action plan. See sample below.

Action Plan (sample)

Outreach to Teach Event

Date	Activity/Event	Resources \$/Materials	Responsible Party
November '08	Planning meeting	\$20 - Meeting room, snacks/beverage	Shelia Jackson- Hills <i>for retired group</i> Lana Summers <i>for student group</i>
November '08	Secure location for Outreach to Teach Project '09	\$5 - phone calls	Devon Pardenio <i>for retired group</i>
January '09	Planning meeting	\$20 - Meeting room, snacks/beverage	Shelia Jackson- Hills <i>for retired group</i> Lana Summers <i>for student group</i>
February '09	Site visit	\$125 - transportation/ 4 meals	Shelia Jackson- Hills <i>for retired group</i> Devon Pardenio <i>for retired group</i> Lana Summers <i>for student group</i> Irma Walker <i>for student group</i>
March '09	Secure Supplies	\$300 - purchase supplies/transportation to store	Irma Walker <i>for student group</i> Marcus Rivera <i>for retired group</i>
April '09	Outreach to Teach Event	\$900 - supplies/meals/ beverages/transportation	All <i>plus volunteers</i>
May '09	Evaluation/ Celebration of Success	\$175 - supplies	All committees

Outreach to Teach Project -Total funds requested \$1, 545

**2008-2010 NEA-RETIRED STATE PROJECTS
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Please supply a budget. See sample below.

2008-2010 _____ Association Budget (sample)

	<u>Year 1</u>	<u>Year 2</u>
<u>Revenue</u>		
Dues	2,745	3,425
NEA-Retired Project Grants	2,500	2,000
Conference Fees	750	800
Donations	<u>1,000</u>	<u>1,000</u>
	<u>\$6,995</u>	<u>\$7,225</u>
<u>Expenses</u>		
Correspondence	1,500	1,700
Hotels/Meals	4,000	4,200
Stipends	400	450
Marketing	<u>700</u>	<u>900</u>
	<u>\$6,660</u>	<u>\$7,225</u>

Investments

Certificates of Deposit			<u>Maturity Date</u>
National Bank			
\$2,500	(5 years)		October 2011
Citizen Credit Union			
\$1,000	(6 months)		October 2008

2008-09 Grant Application Check List

- State Affiliate Executive Director and State President have agreed to support and endorse this project.

- The grant is aligned with a strategic objective of NEA and/or NEA-Retired.

- Proposal - include all of the following:
 - Purpose
 - Goal(s) and Objectives
 - NEA-Retired members (role and involvement)
 - Action Plan with timeline
 - Detailed budget (include project income from all sources)
 - Measurement process (to determine if goals and objectives are being met)

- Send Cover Sheet and Proposal to NEA-Retired State Project Grants
c/o Candace L. Lilyquist, 1201 16th St. NW - # 410, Washington, DC 20036

- Submit Progress Report (report on the progress of the first year of a two-year grant application)

- Complete Final Evaluation (due in the final year of the grant)