

2008-2009 NEA-RETIRED STATE PROJECT GRANT INFORMATION

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.

- Submit a grant application **cover sheet** and **written proposal** to the NEA-Retired Office. NEA-Retired grant proposals must include a description of the project with the purpose, goals, and objectives. Additionally an **action plan** must be submitted including:
 - a timeline
 - a budget (plan for spending the grant dollars)
 - a list of names of state leaders, staff, and members responsible for implementing the project (responsible parties)
 - the role and involvement of retired members in the project
 - a list of sponsors or other entities providing funding for the grants stated purpose (optional and strongly suggested)

- 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.

- Grant applications should include a tool to evaluate the progress and success of the project.
- 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, 2009.
- ***Two (2) Year Grants - Progress Report and Final Report***
Successful grant recipients must submit a progress reports (February 15, 2009 and February 15, 2010) and a final report (July 1, 2010) 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.).

Processes:

NEA-Retired will observe these processes in distributing grants:

- **All grant proposals will be postmarked on or before February 15, 2008.**
- 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.
- A Grant Application/Evaluation Cover Sheet with contacts information sheet must be included with the grant. Grant applications and evaluation/progress reports **will not** be processed without a completed grant cover sheet. **Submit ONE copy only of your grant request by mail using a return receipt mailing so that you will have proof of delivery and receipt at NEA headquarters.**
- The grant cover sheet **MUST** be attached to the **cover** of your grant application or your grant evaluation report. Supporting documents may be attached to the back of this document. The **deadline** for grant submittals is **February 15** of the calendar year. Please type or print this document. This form may be duplicated if you have more than one grant request or evaluation. **Grants will not be processed without this completed cover sheet information postmarked by the deadline date.**
- Submit only **one** copy of your application.
- Do not E-mail or FAX the application.
- **Second year funding**
Progress reports are required for consideration of second year funding and must be attached to the cover sheet. Funding for this second year is contingent upon the completed progress report by the deadline and must include the mandatory forms.
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 attach 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 FAX 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.).

DO NOT EMAIL THIS INFORMATION

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

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