

CLASS Grant Application Form

Community Learning through America's Schools

Title of Project _____
Beginning Date of Project _____

Student Association Participating in CLASS

Campus _____ State _____
President _____ Phone _____ FAX _____
Advisor _____ Phone _____ FAX _____

NEA Active/ESP/Higher Ed/Retired Local

(The Project WILL NOT be considered if it is not a COOPERATIVE project involving members from another membership category within NEA)

Name of Local _____
President _____ Phone _____ FAX _____

NEA Student Program member primarily responsible for this project:

Name _____ Position _____
Address _____
Phone (h) _____ (c) _____ E-mail _____

TOTAL Budget for this project \$ _____
What amount are you requesting from the NEA-SP? \$ _____

VOLUNTEERS Will volunteers receive college credit? ___yes ___no

Student Currently _____ Goal _____
Cooperating Local Currently _____ Goal _____

Number of Community People to Be Served by This Project

Currently _____ Goal _____

Application must include a narrative (see page 11 for details).

A Copy of This Entire Application Must Be Sent to the Following:

- State Association Student Organizer
- State Student President
- Active State President

Return completed form to: NEA Student Program
1201 16th Street, N.W.
Washington, DC 20036-3290



For NEA Student Program Office Use only

Approved _____ Denied _____ Amount: \$ _____
Rationale: _____
Final Decision Made By: _____
Date Received: _____ Date of decision: _____ Grant # _____

CLASS Grant Application Narrative

Please type and use the following numbered headings when preparing your application document. The "Sample Grant" in this packet is an example of a completed application.

1. **Description.** Briefly describe the need in your community that the CLASS project will address.
2. **Expected Results.** List specific objectives you plan to accomplish and include a progress report and an evaluation component. The evaluation can include elements such as interviews with volunteers and community participants; dollar goals for a charitable contribution; a set number of items to collect-books, mittens, or canned goods, for example; desired number of people to reach in the school or community. Include samples of any questionnaires, interview questions, or evaluation forms with the application.
3. **Activities/Timelines.** Explain what you are going to do and when. Include planning meetings as well as project activity dates. Include any training for volunteers.
4. **Roles and Responsibilities.** List the principal members involved and their major responsibilities. Include the project director, fiscal manager, campus and community contacts, and publicity coordinators, for example.
5. **Detailed Budget.** Prepare a detailed and itemized budget. Some projects may have assistance awards as their total budget. Other may use only a portion of the funding for the award. If you expect financial help in addition to the NEA Student Program grant, include this in the budget. Include any in-kind contributions and indicate what will be covered by the contributions. **Please note:** grant money will not be awarded to pay stipends or fees for speakers.
6. **Publicity.** Complete a news release and the enclosed Public Relations Contact Sheet. Once your application is approved, you can send the news release to your media contacts.
7. **Ongoing Projects.** Indicate plans to solicit resources necessary to continue the project. While some monies may be available from the NEA Student Program for renewing the project, the CLASS Grant is intended to be a one-time-only award used for project start-up and maintenance. We encourage you to design a project that will be ongoing.