



*Great Public Schools
for Every Student*

LOCAL PRESIDENT RELEASE TIME PROGRAM

Grant Application Guidelines

The *Local President Release Time Program* was formed to encourage the growth and development of NEA's local associations. From its inception, first as a pilot program in 1986 and then as a formal program in 1988, the program's objective has been to provide financial assistance towards the full-time or part-time release of local presidents, so as to build and strengthen the association from the grassroots.

The presence of a full-time or part-time release local president will add to the effectiveness with which the locals can contribute to NEA's Strategic Focus, Plan, and Priorities. Our aim is that local associations will leave the program with an increased willingness and capability to assume the total cost of a full-time or part-time release of their president. Fulfilling this aim of independence will ensure that local associations are advancing a culture of organizing and that a solid foundation is formed for continued future growth and expansion.

If you have questions regarding the LPRTP, you may contact NEA headquarters directly by emailing your questions to LPRTP-PF@nea.org

Applications must be submitted online by January 20th of each year.

1. PROGRAM GUIDELINES

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PROGRAM GUIDELINES

PROGRAM GOAL

- Continued development in building capacity and strength of local associations

PROGRAM OBJECTIVES

- To provide a level of financial assistance to enable the full-time or part-time release of local presidents, so as to encourage:
 - development of participating local associations in size and/or strength;
 - increased willingness on the part of the participating locals' membership to assume the cost for continuing the full-time or part-time release of their president; and
 - to promote best practices of local initiatives in organizing, member engagement, and sustainability.

SELECTION GUIDELINES

- The intention is that six full and six part-time release president grants be awarded each year equitably among NEA zones.
- If there are an insufficient number of qualified full and part-time release president grant applicants in a specific NEA zone, then grants shall be allocated to local associations in other NEA zones.
- **ONLY ONLINE APPLICATIONS WILL BE CONSIDERED FOR FUNDING.**

ELIGIBILITY RULES

Local associations who are affiliates of the National Education Association are eligible for the Local President Release Time Program. Local associations of any size are encouraged to apply if their current budget will allow them to sustain their share of the cost of the program without impairing existing programs.

Full-time: Local associations currently providing less than full-time release for their local association president shall be eligible to apply for participation in the program. **An affiliate that has received a full-time grant or which currently provides for a full-time release president is not eligible to apply.** A local who has received a part-time grant may be eligible to apply. Full-time is defined as 100% release time.

Part-time: Local associations currently providing less than 50% release time for their local association presidents are eligible to apply. (This is flexible to include arrangements such as 30 days a year, two hours a day, one grading period out of year, etc.) **A local which currently provides 50% release or which has received a part-time grant is not eligible.**

The NEA may waive aspects of the eligibility requirements based on extenuating circumstances, on a case-by-case basis, and with a clearly delineated written explanation.

PROGRAM DURATION

- The duration of the program is for a three-year period.
- Failure to conduct the required annual evaluation will result in the withdrawal of LPRTP funding.

PROGRAM FUNDING

- The participating local association, its state affiliate, and the NEA will fund the Local Presidents Release Time program.
- The *NEA* shall contribute to the cost incurred by the local association for the release time president in the following manner:

| Year | Full-time | Part-time |
|-------------|---|---|
| One and Two | 45% of Total Cost up to a maximum of \$25,000 | 45% of Total Cost up to a maximum of \$12,500 |
| Three | 30% of Total Cost up to a maximum of \$16,500 | 30% of Total Cost up to a maximum of \$8,250 |

- The *state affiliate* shall contribute to the cost incurred by the local association for the release time president in the following manner:

| Year | Full-time | Part-time |
|-------------|----------------------------|----------------------------|
| One and Two | At least 10% of Total Cost | At least 10% of Total Cost |
| Three | At least 7% of Total Cost | At least 7% of Total Cost |

- The *local association* assumes the remaining portion of the cost of released time.
- The total cost for the full-time or part-time grants added to the program in any given year shall not exceed an amount equal to the NEA maximum funding commitment for six full-time and six part-time president positions.

TRAINING OPPORTUNITIES

- **NEA shall** provide for a training session of presidents and staff participating in this program. This training is **required** during the first year of the program and is designed to provide the president and staff person with the opportunity to begin team building. If a subsequent change occurs either in the president or staff, the new team is required to attend the first-year training.

ADMINISTRATIVE PROCEDURES

- NEA shall provide overall program administration and be responsible for administration of NEA funds.
- The appropriate state governing body shall submit the signed application to NEA LPRTP staff liaison.
- NEA Regional directors shall discuss the LPRTP application with the appropriate state affiliate and sign the application.
- NEA shall submit an electronic copy of the LPRTP agreement to the state affiliate.

APPLICATION INSTRUCTIONS

Eligible local associations shall submit the following information for program consideration:

- *Written Communication of Interest:* This letter must be written by the local association and submitted to the state affiliate.
- *Full-time and Part-time Application:* The application requires:
 - local association contact information
 - membership demographics (i.e., actual and potential membership figures, membership categories)
 - current local dues structure
 - local association's budget, which must include information on the total cost of a full-time or part-time release president
 - currently provided release time for the local president, if any
 - a **separate** three-year plan that shows the local's commitment to provide funding.
- *Program Goals and Objectives:* Describe what is currently being done or how the grant will assist with the following program goals and objectives. Program goals and objectives reflect the local's commitment to NEA's Strategic Focus, Plan, and Priorities. Please do not list all association programs.
 - Membership Growth and Retention
 - Member Engagement and Participation
 - Building Community Relationships
 - Developing Interaction and Cooperation between Local and State

PROGRAM EVALUATIONS

The participating local association must conduct a program evaluation each year by June 30th. Failure to submit the evaluation results to the NEA will result in the withdrawal of funding from the program.

Who must participate?

- A representative of the state affiliate, the local association president and treasurer, and the local UniServ director/staff must participate in the program evaluation.

What is the purpose?

- The purpose is to review the program goals set forth in the original application. The session must consist of a review of progress of these goals with a modification of the goals and a plan for assistance, if necessary. Third year grant recipients should outline their goals for years four, five, and six. At the end of the sixth year, grant recipients will be asked to respond to a sixth year questionnaire.
- If in the first or second year of the grant, a determination must be made whether the grant should be continued in the following year.
- The grant monies will be discontinued if the program evaluation is not held or, if the NEA, State Affiliate, and/or Local Affiliate determine that the program should not continue.
- If the program is discontinued, a written explanation must be submitted to the NEA Local Presidents Release Time Grants Committee.

When must the session be held?

- This session should be held in the month of May each year.

What forms must be completed and when and where are they submitted?

- The results of this program evaluation must be summarized in the LPRTP Annual Progress Evaluation Packet sent to each participating local.
- The participating local delivers LPRTP Annual Progress Evaluation Packet to the state affiliate for signatures no later than May 31st.
- The state affiliate delivers the LPRTP Annual Progress Evaluation Packet to the NEA Local President Release Time Program Staff Liaison by June 30th.

SIXTH YEAR QUESTIONNAIRE

At the end of the sixth year, or three years after the end of their program, participating local associations will be sent an electronic questionnaire in the month of May.

- The Sixth Year Questionnaire must be completed and delivered to the NEA by June 30th.

APPLICATION TIMELINE

| Month | Day | Activity | Responsible Party |
|----------|------------------------|--|--|
| January | 20 th | LPRTP grant application deadline. | Local and State Affiliate |
| February | Not specified | The Local President Release Time Grant Committee meet to review and approve LPRTP recommendations. | Local President Release Time Grant Committee |
| March | 4 th Monday | NEA's liaison for the Local President Release Time Grant Committee notifies regional directors of selected local associations and sends letters of acceptance and denial to state affiliate and local associations on behalf of the Committee. | NEA Center for Organizing |
| May | 4 th Monday | NEA's liaison for the Local President Release Time Grant Committee sends introductory letters to selected local associations, and provide the Agreement between the national, state, and local associations. | NEA Center for Organizing |
| August | 1 st Monday | Selected local associations submit fully signed Agreements to NEA's liaison for the Local President Release Time Grant Committee. | Selected local associations |