



Great Public Schools for Every Student

LEGISLATIVE CRISIS ASSISTANCE APPLICATION

Guidelines for the NEA Ballot Measures/Legislative Crises Fund require that affiliate requests for assistance be drafted in consultation with the NEA Campaigns and Elections field staff member assigned to the state. The NEA field staff member will submit completed applications to Campaigns and Elections for consideration by the Ballot Measures/Legislative Crises Oversight Committee in accordance with the Fund Guidelines.

Applications will also be reviewed by the office of the NEA General Counsel to ensure compliance with all state and federal campaign finance law and lobby reporting requirements.

Grant applications must include a crisis plan, budget and calendar, and provide answers to the questions listed in Attachment A. Applications should also address how the grant will strengthen the affiliate by building, sustaining and/or renewing elements of organizational capacity outlined in Attachment B.

When funding requests include significant vendor contracts, NEA will review the vendor contracts, including but not limited to paid communications (media, mail and phone), to ensure they align with NEA contracting standards regarding the payment of fees and commissions.

Payments for grants may be transmitted in one installment or two or more installments tied to benchmarks, accountability requirements or other conditions agreed to in the approval process.

States receiving grants shall schedule periodic updates and a final debrief with appropriate consultants and state and national Association staff. Grant recipients shall also provide a final report that provides:

- results and analysis of the crisis campaign
- any public opinion polling results funded in part or in whole by the grant. (Survey results shall be submitted in a format specified by Polling Consortium guidelines included in Attachment C.)
- copies of print, broadcast and internet advertising, direct mail and other public and member communications
- opposition research and materials
- field program materials such as volunteer training guides, and phone bank and canvass plans, schedules and results
- final expenditure report

A brief assessment of the Legislative Crisis Grant shall also be included with the legislative lobby strategy of the end-of-year review of the affiliate's Comprehensive State Plan.