

**F A Q ' S**  
**CENTER FOR SOCIAL JUSTICE**  
**COMMUNITY ADVOCACY AND PARTNERSHIP ENGAGEMENT (CAPE)**  
**GRANT APPLICATION PROCESS**

**1. Can a State Affiliate/Local Affiliate apply for the grant?**

Yes. A State Affiliate can apply for a grant on behalf of any Local Affiliate. There must be a clear budget and set of desired outcomes for each Local Affiliate who will receive funding using the project funds.

**2. Can a Local Affiliate apply for the grant?**

Yes. A Local Affiliate can apply for a grant, but all grants must be supported by a State Affiliate President. This support can be shown by providing a letter from the State Affiliate President on a document of any sort and uploading it to your final grant application.

**3. Can multiple Local Affiliates apply for a joint application?**

Yes. Multiple Local Affiliates can apply for a joint grant if they are working in alignment with each other on the grant project. Please be advised that in the application process the joint applicants should identify who will be the point person for reporting purposes for the CAPE Team to outreach to regarding reporting on the grant project. In the grant application please note if there will be one fiscal liaison for all of the funds or if there should be alternative methods of disbursement requested for the grant recipients.

**4. What is the maximum amount of grant award given to one applicant?**

Each grant application can be awarded up to \$50,000.00.

**5. What is needed for the CAPE Grants Team to understand the anticipated budget needs for each grant project?**

Please include a detailed budget snapshot of the anticipated use of your grant award along with your application. This will help the CAPE Grants Team evaluate your expected need for your grant project.

**6. At what frequency is the grant award disbursed if awarded for a CAPE Grant?**

The NEA as a custom practice disburses fifty percent of the grant award after notifications are sent to each awardee by the CAPE Department. The second half of the grant award is typically sent six months following the initial disbursement (customarily

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July). This timing allows for mandatory quarterly reporting so that we can ensure the grant project is meeting the required grant goals and metrics outlined.

**7. What is the usual timeline of a grant project?**

The CAPE Grant project is intended to take place over the course of a year time period. Some grant projects differ and are sometimes based upon the start and end of an academic school year, and other could vary depending on the need of the State/Local Affiliate. For grant projects that are anticipated to continue into multiple years, the grant applicant is encouraged to apply for a subsequent grant application cycle.

**8. What if I'm awarded a CAPE Grant and would like to ask that I receive disbursement earlier than the anticipated six month time frame?**

Please send an email to [CAPEGrantsPF@nea.org](mailto:CAPEGrantsPF@nea.org) to request an earlier payment of the second disbursement and justify why the funds are being requested to be disbursed early. Once this is approved from the internal NEA Team, you will receive a timeline of receiving the remaining funds and any other needs the CAPE Grants Team may require as you complete your grant project and our grant cycle concludes.

**9. How do I find out more about the CAPE Grants and some of the successes of the grant program?**

Please follow this [link to our CAPE Grants Fact Sheet](#) that highlights our CAPE Grant Partnership Funding from FY 2012-2018. The CAPE Grants have truly expanded over the years and we are proud to highlight in this publication some of our accomplishments and that of our grantees.

**10. Can you share some examples of prior grant project goals?**

Please follow [this link to view our goals from the 2018-2019 grant cycle](#). This can be used as a reference to show some of the awarded grants and the work they projected when submitting their grant applications.

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**11. Are grant applicants able to submit another application for a second grant application cycle?**

Yes. You are permitted to submit a grant application for any CAPE Grant application cycle. If you are a grant applicant that wasn't originally awarded in a prior CAPE Grant application cycle, you are encouraged to reach out to get feedback on why your application wasn't awarded to help as you anticipate applying for a subsequent grant cycle. Should you be applying for a subsequent grant cycle and have been awarded before, please share how your work progressed since your initial application. Additionally, consider and describe how the new award will further enhance your anticipated grant project goals and impact the members, students, and the community served by the work

**12. What is the typical process after a grant application is submitted?**

Once all grant applications are submitted and the grant deadline has ended, the grants are collected and compiled for review by an internal CAPE Grants Team. The CAPE Grants Team will review and score each grant with a grants rubric. Grant applications that the CAPE Grants Team believes should be awarded are recommended to a larger enterprise wide Grants Team for consideration of the award. Thereafter, grant notifications are sent out to each applicant of our decision.

**13. What if I'm awarded a CAPE Grant but the award is for less than requested?**

Once all grant award notifications are sent, the CAPE Grants Team will allow you to redraft any of your goals and budget to align to the award amount. Sometimes this means that you aren't able to do everything you expected that was in your initial proposal given that your award amount has now changed.

**14. Will there be an individual from the CAPE Grants Team assigned to each grant once awarded?**

Yes. Once all grant award notices are sent, each awarded grant project will receive notice of their CAPE Grant Liaison. This liaison will be the primary point of contact during the grant project for reporting and technical assistance.

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**15. If I have a question regarding my CAPE Grant Application. Who can I contact?**

Please email [CAPEGrantsPF@nea.org](mailto:CAPEGrantsPF@nea.org).

**16. Am I able to speak to someone before I apply to discuss my grant proposal?**

Yes. We are open to having a discussion regarding your anticipated grant proposal and to walk you through the process by phone. Please reach out to [CAPEGrantsPF@nea.org](mailto:CAPEGrantsPF@nea.org) to schedule a time to discuss your proposal. The call will be directly with Merwyn Scott, Director of the CAPE Department.