**NEA Great Public Schools (GPS) Fund:**

**Planning Grant Preparation & Support Packet**



***Planning Grant Applications are Due by September 15TH (ANNUALLY)***

**NEA Center for Great Public Schools**

**Preparation & Support Packet**. The NEA Center for Great Public Schools grants team is proud to provide this Preparation & Support Packet to aid you with information about our Planning Grant process as your Affiliate considers submitting a Planning Grant application. Please note this packet is NOT the actual way to apply for the Planning Grant. Instead, this is a packet that will help you with the process. The application itself resides online at NEA.org [here](http://www.nea.org/grants/76225.htm).

**Background**. In general, the Planning Grant application – due by September 15th annually – is an abbreviated version of the full GPS Fund application. If awarded a Planning Grant, your Affiliate will receive a small amount of funding (up to $10,000) and other technical assistance from NEA in order to plan, workshop, and flesh out your proposal in anticipation of submitting your full GPS Fund application by the February 1st annual deadline.

Only those Affiliates awarded Planning Grants are eligible to continue developing their proposal and submit a full GPS Fund application.

**NEW AS OF 2020**\* - Two-Stage GPS Fund Grant Process.

Stage 1 – Due by September 15: Planning Grant Application (open to all NEA Affiliates).

Stage 2 – Due by February 1: GPS Fund Application (open to Planning Grant awardees only).

**Grant Guidelines**. NEA is providing State and Local Affiliates the opportunity to apply for a Planning Grant pursuant to the GPS Fund Grant Guidelines ([link](https://www.nea.org/sites/default/files/2020-07/NEA%20GPS%20FUND%20GRANT%20GUIDELINES%202020%20-%20Approved%20Changes_CLEAN.pdf)) set forth by the NEA Board of Directors and GPS Fund Oversight Committee.

**What is the full Planning Grant and GPS Fund Grant timeline?**

The overall Planning Grant and GPS Fund application process steps annually are:

September 15th Planning Grant Applications due.

October 15th Planning Grant Awards announced (up to $10,000 for planning needs).

Oct. 15th – Jan. 31st Planning Grant Awardees prepare/plan/workshop their full GPS Fund applications - prepared with technical assistance from NEA.

February 1st GPS Fund Applications due.

April 1st GPS Fund Grant Awards announced.

**When is the Planning Grant due?**

The application deadline for the Planning Grant is September 15th annually.

**What is the purpose of the Planning Grant?**

The purpose of the Planning Grant is to provide additional support and technical assistance to Affiliates as they prepare to submit their full GPS Fund Grant applications. It replaces the prior Intent to Apply (ITA) process.

**What is included in the Planning Grant application**?

The Planning Grant consists of an abbreviated version of the full GPS Fund Grant application, with Scope of Work and Budget attachments. Additionally, it will require budget detail for how you would spend up to $10,000 in Planning Grant funds.

**Who may apply for a Planning Grant?**

State Affiliates, Local Affiliates, or joint applications of State and Local Affiliates may apply. This is an Affiliate grant program (not meant for individuals or other third-party organizations).

**How much may we request in the Planning Grant?**

The maximum amount that may be requested for the Planning Grant is $10,000. The hope is to have Affiliates come to a technical assistance training (in person, if possible) to prepare for the GPS Fund grant. This is what the $10,000 would be utilized for, as well as including other members and leaders in the planning.

**Who must sign-off on the Planning Grant?**

The Executive Director or President of the Affiliate must sign-off. Their electronic signature acknowledges the application is in alignment with the Affiliate and is an Affiliate priority, since the Affiliate is the recipient of any grant funding.

**Is a Planning Grant award required in order to be eligible to submit a full GPS Fund Grant application?**

Yes

**What are all the changes in the NEA GPS Fund Program beginning in 2020 (and why)?**

* There is only one application round per year, with a Stage 1 (Planning Grant) and a Stage 2 (full GPS Fund application).
	+ The Planning Grant component has been added.
	+ The former Intent to Apply (ITA) period has been eliminated.
* The ITA was not required to be eligible for a GPS Fund Grant, but the Planning Grant is a prerequisite (*i.e.,* only Affiliates that are awarded a Planning Grant will be eligible to apply for a GPS Fund Grant).
* Technical assistance from NEA will be given to Planning Grant awardees before they submit their full GPS Fund Grant applications.
* Previously, GPS Fund grantees had a time-consuming checklist of additional items to be completed after award but before funding was provided. The new support given to Planning Grant awardees should eliminate the need for this checklist allowing grant work to begin much sooner.

**How does our Affiliate submit a Planning Grant application?**

Due Date. Planning Grant applications are due by 11:59 PM Local Time on September 15th.

Website. All Planning Grant applications (and attachments) must be submitted electronically through this website [link](http://www.nea.org/grants/76225.htm) on NEA.org.

Important Attachments. The following Word document (Scope of Work) and Excel file (Budget Worksheet) will allow you to create a substantial portion of the Planning Grant application offline, then attach it to the online application where requested. **BOTH OF THESE DOCUMENTS ARE REQUIRED TO BE SUBMITTED AS PART OF THE ONLINE PLANNING GRANT APPLICATION.** The application, with all attachments, MUST be submitted via the above application link by the listed due date.

* [Link](https://www.nea.org/sites/default/files/2020-07/GPS%20Fund%20Scope%20of%20Work.docx) to **GPS Fund** **Scope of Work** template (available to download, Word document).
* [Link](https://www.nea.org/sites/default/files/2020-07/GPS%20Fund%20Budget%20Worksheet.xlsx) to **GPS Fund Budget Worksheet** (available to download, Excel document).

Resources. Examples of core aspects of the Planning Grant are included in this packet. Additionally, you will find examples at [www.mynea360.org](http://www.mynea360.org/) in the group “NEA Grants 4 Great Public Schools” in the side rail. Webinars on grant writing are available in the resources of that same group.

**NEA GPS FUND – PLANNING GRANT APPLICATION**

**PREPARATION & SUPPORT PACKET**

***PLEASE BE ADVISED*** – This information is for your preparation only. It is NOT the actual application that will be submitted. As referenced above, the actual application is located [here](http://www.nea.org/grants/76225.htm). The GPS Fund Budget Worksheet and the GPS Fund Scope of Work will need to be uploaded as attachments to the online Planning Grant application. They are noted by an asterisk \*.

The Planning Grant application consists of multiple sections as outlined below. The questions align with the GPS Fund Grant Guidelines for purpose and evaluation criteria.

Please note that you will need to have your Affiliate’s Tax ID number available to start the online application. If you do not have it, there is an accommodation to proceed without it.

**OUTLINE OF PLANNING GRANT APPLICATION**

1. **AFFILIATE(S) INFORMATION**
	1. Affiliate(s) Information & Key Contacts
	2. Planning Grant Funding Request and Rationale (up to $10,000)
	3. Summary of GPS Fund Grant Request (up to $750,000) and Affiliate Support
2. **GPS FUND PROPOSAL INFORMATION – Planning Grant Stage**
	1. Title
	2. Brief Project Description
	3. Priority Focus
	4. Statement of Need
	5. Draft GPS Fund Scope of Work \*
	6. Draft GPS Fund Budget Worksheet (up to $750,000 over 3 years) \*
	7. Anticipated Partnerships
3. **DATA TRACKING**

*\* Items that will need to be uploaded as attachments to the online Planning Grant application, where requested.*

1. **AFFILIATE(S) INFORMATION**

This section of the Planning Grant includes these segments:

* 1. Affiliate(s) Information and Key Contacts
	2. Planning Grant Funding Request and Rationale (up to $10,000)
	3. Summary of GPS Fund Grant Request (up to $750,000) and Affiliate Support

**A. Affiliate(s) Information and Key Contacts**

1. Applicant
	1. Affiliate Name (lead Affiliate if application consists of multiple NEA Affiliates)
	2. Street address
	3. City/Province
	4. State
	5. Country
	6. Postal Code
	7. Affiliate Type (State or Local)
	8. Membership Density (Rural, Suburban, Urban, All)
	9. Are you a Local Option UniServ (Yes, No, N/A)
	10. Number of Affiliate Members
	11. Number of Potential Members (non-members in your footprint)
2. Affiliate Leadership Contact (President or Executive Director)
	1. Name
	2. Title/Position
	3. Street Address
	4. City/Province
	5. State
	6. Country
	7. Postal Code
	8. Email
	9. Office Phone
	10. Office Fax
	11. Mobile Phone
3. Affiliate Partner(s), if applicable. Detail the role of other NEA Affiliates. Please note that this is only for partners that will receive grant funding directly as a benefit of their partnership, *i.e.,* two Affiliates sharing the resources of the grant and planning together. Note the main applicant is responsible for collecting and combining all progress reports, including budget expenditures.

|  |  |  |  |
| --- | --- | --- | --- |
| **Affiliate** **Name** | **Type** **(State or Local Affiliate)** | **Contact Name** | **Contact** **Email** |
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1. Primary Grant Contact. List the person who will have the most direct contact with the work of the grant and be responsible for submitting the progress reports.
	1. Name
	2. Title/Position
	3. Street Address
	4. City/Province
	5. State
	6. Country
	7. Postal Code
	8. Email
	9. Office Phone
	10. Office Fax
	11. Mobile Phone

**B. Planning Grant Funding Request and Rationale**

Directions: You may request funding of up to $10,000 for a Planning Grant.

Include any needs for planning that fit into the four categories identified below (which mirror those found in the GPS Fund Budget Worksheet):

1. **Personnel/Staffing** – stipends, substitutes, etc.
2. **Travel** – flights, lodging, food, mileage, etc.
3. **Consultants/Vendors** – contracted work with a third party.
4. **Other Direct Expenses** – meeting space, postage, printing, supplies, etc.

Any expenses for planning that you may incur as you prepare for the full GPS Fund Grant application (*e.g.,* substitutes, meeting space, travel, etc.) may be included in the Planning Grant budget request. Engagement of other staff and member leaders is encouraged. Think about what staff, committees, caucuses, or others have a vested interest in the work.

NEA’s plan includes hosting all Planning Grant Awardees for an in-person (if possible) fall conference to workshop their proposals and help prepare them for the February 1st GPS Fund deadline – with the $10,000 used to cover any affiliate travel to DC for the event, plus other miscellaneous expenses. In the event that an in-person meeting is unable to occur, we are planning for a series of virtual workshops to occur in late October/November that will take the place of the in-person fall conference. **Attendance for the series of workshops, whether in-person or online, is strongly encouraged for all Planning Grant Awardees, as this is the time period in which your Affiliate will be provided dedicated time and technical assistance from NEA staff towards the full GPS Fund Grant Application (*e.g.,* a session on partnerships).**

For your Planning Grant, please submit a budget assuming we have a face-to-face meeting in the fall – using the $10,000 to support your Affiliate’s travel. If for any reason a face-to-face meeting is not possible, funds will be repurposed to work with your Affiliate team.

The detail behind your (up to) $10,000 Planning Grant budget will be entered directly into the online application (no attachment needed).

**C. Summary of GPS Fund Grant Request and Affiliate Support**

In order for NEA to better plan, please identify the GPS Fund Grant Term you will be requesting (up to 3 years) and the amount – again this relates to your full GPS Fund application, which would follow the Planning Grant. For reference, GPS Fund Grants are awarded up to $250,000 per year over 3 years.

1. Total GPS Fund request amount (anticipated, up to $750,000).
	1. Total Grant Request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Term of grant request (anticipated, up to 3 years).
	1. 1 year (12 months)
	2. 2 years (24 months)
	3. 3 years (36 months)
3. Will this GPS Fund Grant be a renewal or continuation of a previous GPS Fund Grant?
	1. Yes (provide Grant ID Number and short description of prior grant)
	2. No
4. Verification of Affiliate Support (check all that apply). The options below are provided for ease, but other language may be used as appropriate.
* The Affiliate leader identified as a contact above represents the Affiliate and its Board of Directors in support of this proposal to NEA.
* The grant application goal, program plan, and outcomes are aligned with the Local/State Affiliate strategic plan and goals.
* Affiliate staff (if applicable) and/or officers will be engaged in the grant plan.
* Affiliate leaders have communicated with the state and regional leaders about this grant application.
* The Affiliate Communications staff and/or committee will support promotion of the progress and outcomes of this grant through media outreach.
* Other (write out).

*IMPORTANT:* The person who is listed as the Affiliate Leader Contact will be noted as the person who has verified this information.

**II. GPS FUND PROPOSAL INFORMATION – Planning Grant Stage**

An abbreviated version of the full GPS Fund Grant Application is being requested in this section of the Planning Grant. This will assist NEA in selecting which Affiliates will be eligible to continue developing their proposals and apply for a GPS Fund Grant.

This section of the Planning Grant application includes the following questions regarding your GPS Fund proposal:

1. Title
2. Brief Project Description
3. Priority Focus
4. Statement of Need
5. Draft GPS Fund Scope of Work \*
6. Draft GPS Fund Budget Worksheet (up to $750,000) \*
7. Anticipated Partnerships
8. **Title**

Directions. Make it brief and descriptive and avoid acronyms. Help the reviewer know what you are doing and why.

*EXAMPLE: Wishing Well Education Association (WWEA) (City, State) Early Career Educators Mentoring Program to Improve Educator Retention & Student Success*

*EXAMPLE: Hope Education Association Developing High School Programs to Support Future Educators and Improve Educator Diversity and Student Success*

**Write your Title:**

1. **Brief Project Description**

Directions. Be brief, but highlight the 5 Ws - who, what, when, where, and why. The why is the key outcome, which you will have listed in multiple places. Be consistent and do not use jargon. Think of this as an elevator speech, the first paragraph of a newspaper article, or even a tweet.

This will include some repeat information from both your Title and your Statement of Need, and/or make the same point (and it should).

*EXAMPLE: XXX Education Association, in partnership with the XX Department of Education, 10 of the Public-school districts and business partners will collaborate to address educator retention and enhancement of student success over the next 3 years. This partnership will address the identified need in the 10 schools [may list school districts or schools] for mentoring for new educators in order to help students be more successful and support the educators in their chosen profession.*

**Write your Brief Project Description:**

1. **Priority Focus**

Applications with a primary focus on Early Career Educators and/or Racial Justice in Education will receive additional weight in the scoring and evaluation process. Determine about what percentage of the grant focuses on either or both of these priorities.

Will your proposed work focus on either or both of these topics? If so, briefly explain which topic(s) and how it will be the primary focus of the grant. If not applicable, enter "NA".

**Write your response:**

1. **Statement of Need**

Directions. Please include information that outlines the established need or problem(s) that your GPS Fund grant will address. Consider referencing Affiliate data and existing research to support the need and your approach (*i.e.,* is it an identified member need)? Include information about the targeted area of the grant, such as demographics and geographic area.

*EXAMPLE: [XXX Local Affiliate] loses 50% of early educators in the first five years (XXX School District data 2019). In exit surveys they identify the lack of mentoring as a key reason for their departure (cite source). XXX Education Association in partnership with the XXX Public Schools and businesses will collaboratively develop a mentoring program in 15 locations that have the highest need and will include 100 new educators and 20-member mentors over the next three years in order to address educator retention and improving student success [cite resource that states impact on students]; we know these are impacted by the lack of retaining young educators. Retention will be improved to at least 75% in the targeted areas.*

**Write your Statement of Need:**

1. **Draft GPS Fund Scope of Work (Word document) \***

Directions. Goals and measurable outcomes are some of the most important parts of any grant application. For this application, they will be included in the Scope of Work template, which will be uploaded as an attachment in the Planning Grant application. An example is included with the Scope of Work template, which may be downloaded [here](https://www.nea.org/sites/default/files/2020-07/GPS%20Fund%20Scope%20of%20Work.docx). This template will need to be completed offline and attached to your Planning Grant application where it asks for the GPS Fund Scope of Work.

Goals/Outcomes. Using the Scope of Work template, please submit ONE comprehensive goal with related information for the GPS Fund grant application that you would be completing, if selected for a Planning Grant. Think about your overall goal instead of several smaller ones.

*IMPORTANT:* The final GPS Fund Grant application will be submitted in a slightly different format than the Planning Grant application. But this information will aid the NEA team in assisting Planning Grant awardees in developing their proposals further. The questions are not going to be different; they will just be in a different format. Filling this out should be helpful as an advanced organizer.

Something to consider. Consider using a goal with measurable outcomes, such as a SMART goal: **S**pecific, **M**easurable, **A**ttainable, **R**esults-oriented or **R**elevant, and **T**ime-bound. Specific means, what are you going to do with how many people (measurable) with results that include numbers and percentages of improvement. And, that you will be able to attain these goals during the length of the grant (time-bound), that are relevant to the purpose, and results-oriented (big picture outcomes). If awarded a Planning Grant, NEA will assist in workshopping your Scope of Work (goal and outcomes) as you prepare for the GPS Fund application.

*IMPORTANT:* Your goal and measurable outcomes should be consistent with your title, brief project description, and statement of need. Do not use different terms. Think of your key terms as you would math, not creative writing.

*GOAL EXAMPLE: XXX Education Association will provide 1 experienced educator to be a mentor for 3 new educators, for a total of 180 new educators in 10 school districts (name districts) to aid them in becoming more effective educators, further impact student success, and retain them in the profession over the next 3 years. All participants will report an 85% approval rating of all aspects of the program. Retention will improve from 50% to 85% for the new educators involved. Partners will remain engaged and aid in the overall continuation and sustainability of the program.*

*GOAL EXAMPLE: XXX Local Education Association will develop 6 professional learning opportunities to serve 600 educators (members) to aid them in the areas of cultural competency, restorative practice, classroom management, differentiating instruction, preparation for Praxis exams, and NBCT support. Learning leader/members (35 trainers) and participants will have an 85% or higher positive rating in relationship to supporting effective teaching and impacting student success. Member perception of the Affiliate and engagement will improve by 30%.*

*GOAL EXAMPLE - MULTIPLE OUTCOMES: Thirty early career educators (1-10 years) a year will be matched with veteran member/teachers to participate in a mentoring program at 5 locations over 3 years in order to impact student success, early career teacher retention, NEA membership, and teacher leadership. Success will be measured in the following ways:*

Communications/Student Success. *Early career educators will share videos on how this experience helped them impact student success that could be utilized by the Affiliate media outreach and NEA. These will be shared via NEA edCommunities in appropriate groups.*

Retention. *Ninety percent of participants, who continue to be employed, will remain in teaching over the first 3 years (90% retention, compared to the current 50%, “State” Dept. of Education, 2019).*

Impact on Student Success.  *Eighty percent of the reviews from every professional development and the final assessment will indicate that mentoring was perceived by the early career educator as helpful or very helpful in being a better teacher and impacting student success.*

Recruitment.  *Members and non-members will be engaged in this program. By the completion of the 3-year grant, 100% of the early career teachers will be NEA Affiliate members.*

Affiliate Leadership/Growth.  *All of the NEA mentor teachers will be members and grow in their leadership as reported via ongoing assessments, which will be tracked via NEA360 and reported annually.*

*IMPORTANT:* View the Scope of Work document before you write your goal. The Scope of Work, also known as a work plan or advanced organizer, will aid you in program development. Think of each key activity as something you would want to be accountable for and achieve in six-month increments (when each progress report is due).

Directions. When requested, upload a completed Scope of Work template to be included as part of your online Planning Grant application.

1. **Draft GPS Fund Budget Worksheet (Excel file) \***

Directions. As part of your Planning Grant application, one Excel file (link [here](https://www.nea.org/sites/default/files/2020-07/GPS%20Fund%20Budget%20Worksheet.xlsx)) is required to be uploaded, which includes three (3) tabs, one for each year of funding you may request as part of your GPS Fund application. This file will need to be completed offline and attached in your Planning Grant application where it asks for the GPS Fund Budget Worksheet.

There are four columns in order to help you consider what the grant covers and what non-grant resources (*e.g.,* your Affiliate’s budget) will be used to support the work.

*REMINDER:* GPS Fund grants are awarded up to $250,000 per year over 3 years.

For your Affiliate or in-kind, things you might consider that may make this work more sustainable and impactful are:

* Leadership time (President, Executive Director, Officers, Board of Directors).
* Committee or caucus members volunteer/engagement time (Professional Learning, Social Justice/Human and Civil Rights, Organizing) – recommended amount or use what they would get paid by the district for committee work (if applicable).
* Use of a building (if applicable, use the rate charged to rent it out).
* $25 a volunteer/member engagement hour is an acceptable rate to use according to the independent sector.
* Actual dollars on the same initiative that are being budgeted and used for the work.

For partners or in-kind, some considerations are:

* School district leadership time (use the independent sector amount per hour).
* School board time (use the independent sector amount per hour).
* Department of Education leaders’ time.
* Community partners’ time.
* Airtime or newspaper coverage (what it would cost for that time or promotion).
* School sites or community sites used for trainings or meetings (amount you would have to pay to rent space to have the meeting/training OR what they charge for rentals).
* Schools may pay custodial staff above and beyond a rental fee.
* Donations to a school or other foundation to aid with the collaborative initiative.
* Steering committee or joint Affiliate, education group, business/community group that leads the effort collaboratively – time, location, food contributions.
* Community, service club, government, foundation resources of grants aiding with the effort.
* Grant writers from other organizations, including universities or foundations who aid in finding resources.
* Actual dollars on the same initiative that are being budgeted and used for the work.
1. **Anticipated Partnerships**

In order to sustain the work, partnerships are helpful and perhaps even necessary. Please list relevant partners that you will or may include in this work (do not include NEA Affiliate partners here). These are working partners that may or may not receive some grant funds. If you are working with another Affiliate on the grant who is sharing grant funds, list them in the section on partner Affiliates that are co-applicants.

*TIP:* Think about “who is impacted if this work is not done successfully?” An example would be addressing the retention of quality early career educators. Businesses, the community, the school district – everyone is impacted when quality early career educators are not retained. Businesses are acutely aware of this, so consider making those types of outreach for potential partnerships. School districts pay the price if new educators are not retained (check the research in your area). Consider this type of exploration as you make a list below.

Directions. Please list proposed partnerships (or current partnerships) you may include in the GPS Fund Grant application, should you receive a Planning Grant. List only non-NEA affiliate partners here and detail the role of each.

|  |  |  |
| --- | --- | --- |
| **Non-affiliate Partner Name** | **Type of Organization (school districts, government entities, business partners, community organization, etc.; vendors who are being paid do not belong here unless there is a discount or other contribution not being paid for).**  | **Key Contact Name** |
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**III. Data Tracking**

*INFORMATION:* All NEA grantees are required to report data on the metrics below, both anticipated numbers in the GPS Fund Application and, if awarded, actual numbers during progress reporting and at the end of the work:

* Anticipated numbers of members engaged.
* Of the members engaged in the grant, the anticipated number that take part in other/additional union activities, programs, and/or events.
* Anticipated number of members recruited.
* Anticipated number of sharable resources developed.
* Anticipated number of community stakeholders engaged.
* Anticipated number of leaders identified.
* Anticipated number of students positively impacted.

*INFORMATION:* Affiliates have various means of tracking member engagement. NEA360 is a newer resource that is available to many Affiliates. Grantees are not required to use NEA360, but they do need a system for tracking member and non-member engagement, etc. Technical assistance can be provided to help the Affiliate consider use of NEA360. Ask your grant specialist for guidance.

The data should include members and non-members who take professional development courses, or are mentored, as well as the mentors, curriculum developers, caucus members, professional learning committee members who guide the work, trainers, and partner time.

Directions. In order to help NEA plan for your application and be aware of your systems in place, please answer the following questions. These data are required for receiving a grant, so some system must be in place or developed. Grant funds may be used to aid you in this.

1. Do you currently have a tracking system to monitor the grant activities and members, non-members, and partners engaged?
	1. Yes
	2. No
2. What tracking system do you utilize orplan to utilize?
	1. NEA360
	2. Linked to a school district or Department of Education system
	3. Our own system (please identify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. Unsure
3. Do you have the staff or volunteer support to keep up with the data collection?
	1. Yes
	2. No
4. Are there any metrics that you feel you would not be able to track should you receive a GPS Fund grant?
	1. Yes (please explain)
	2. No

**This completes the Planning Grant Preparation & Support Packet**

***The good news is you have most of what you need in this document to also help you develop your full GPS Fund Grant, just in a different format.***

**GOOD LUCK!**

**For suggestions about improving this document or feedback please send to** GPSFund-PF@nea.org

**Questions?**

Join edCommunities and post your questions in the group “NEA Grants 4 Great Public Schools”. @ [www.mynea360.org](http://www.mynea360.org/)

View sample components and webinars on the same group site.

View and submit your Planning Grant Application [here](http://www.nea.org/grants/76225.htm).

Email GPSFund-PF@nea.org with any questions.