

## 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 reporting requirements.

Grant applications must include a campaign plan, budget and calendar, and should 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 organizational capacity. Further information will be available from field staff.

**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 single 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:

- election results and analysis of the crisis campaign
- all public opinion polling data should be submitted per instruction from field staff
- 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 contribution and expenditure reports

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