****

**NEA CENTER FOR ORGANIZING**

**2023-2024 GUIDELINES FOR RETIRED STATE ORGANIZING GRANTS**

Each year the NEA Center for Organizing, in collaboration with NEA-Retired, awards State Organizing Grants to organize retired members. Grant awards will not exceed $7,000 annually. No State Retired Organization shall receive more than **one grant per year**.

***GUIDELINES:***

Specific guidelines for awarding these grants are below:

**Deadline**: Submit a grant application to [**https://www.nea.org/resource-library/retired-organizing-grants**](https://www.nea.org/resource-library/retired-organizing-grants)

* by **August 15, 2023**
* **Description:** The application must include a description of the project. Grant dollars must be used to:
* engage Retired members around NEA’s strategic priorities (New Educator Engagement, Educator Voice (ESSA Implementation) or Racial Justice in Education
* organize Retired members to work on NEA or state affiliate electoral and legislative advocacy efforts
* recruit Retired members and/or recruit Active members into Retired membership
* organize new Retired locals
* develop NEA-Retired Intergenerational Mentoring Programs
* **Goals:** State specifically what you are trying to achieve to reach your outcomes at the end of the project? What does success look like?
* **Outcome:** State what you expect to be different as a result of your project? Indicate how you plan to sustain the project? How will you measure success in both a quantitative (numeric) and a qualitative (story) way? **Grants that do not include adequate measurable outcomes will not be approved.**
* **Detailed Budget:** The grant application must include the total amount needed to support the project with a detailed plan for spending the grant dollars. **All grants require at least a 20% match from the state affiliate or other sources. Failure to obtain at least a 20% match or in kind contribution will result in a reduction or denial of your grant application.** All matching funds (including in-kind contributions) should be listed in the budget.
* **Activities and Timeline:** Explain what you are going to do including a timeline and what activities will take place. Include planning meetings as well as project activity dates. Include any training for volunteers.
* **Data Collection:** How do you plan to collect data on your participants, outcomes on your activities and results of your project? Who will be responsible for entering the data to the NEA Grant Database System?
* **Evaluation Mechanism:** Grant applications shall be evaluated against the specific quantitative and qualitative measures that are identified in the plan. See above.
* **This grant application is a joint application of the Active State Affiliate and the Retired Sate Entity and must be supported by the state executive director and/or the state affiliate president and the state retired president.**

***FAILURE TO COMPLY WITH THE GUIDELINES LISTED ABOVE WILL RESULT IN DENIAL OF YOUR GRANT APPLICATION***

***Additional Information:***

* The grant money ***cannot*** be used to supplement state or local budgets, staff salaries or out of state travel
* Grant money cannot be used to attend out of state conferences. (i.e., NEA Conferences, Alliance for Retired Americans Conference, etc.)
* Grant Money cannot be used to purchase computers, laptops, I-Pads, printers or other electronic equipment. If purchased, the equipment becomes the property of the NEA and the state will be required to reimburse NEA for their cost.
* ***NO GRANT MONIES CAN BE USED FOR STIPENDS FOR STAFF***
* NEA dues dollars **may** **not be used for direct lobbying expenses or contributions to political campaigns** (Consult with legal services when you have questions about appropriate use of grant monies).

***Some Examples:*** Grant monies **can be used** for generic training (i.e. how to do a phone bank) and for costs associated with operating a get-out-the-vote (GOTV) campaign for our own NEA-Retired members. However, grant money **cannot be used** to contribute to candidates, parties, or campaigns.

***Grant Award Process:***

NEA Center for Organizing will observe these processes in distributing grants:

* Grant awards will be distributed in October each year.
* An award letter will be sent to the State Active President, State Retired President, and the State Executive Director. Copies will be sent to the State Staff contact for Retired and NEA Associate Director for Zone 2 in October each year.
* Checks for the awarded grant will be sent (payable to the state affiliate) to the Executive Director of the State Affiliate in which the grant request originated.
* Unused grant funds must be returned to NEA or the state affiliate may apply for one-year extension to carry over unused funds.
* A report on final progress to the stated quantitative and qualitative outcomes is due to NEA no later than August 1 of the year following the grant award.

**--------------------------------------------**

**Contact Todd Crenshaw for more information regarding the grant process:**

**Todd Crenshaw, *Organizational Specialist*, NEA C4OAS** **tcrenshaw@nea.org**