

Section 11: Securing Grants to Increase your Effectiveness as a Local

- Become aware of the OEA, OEA district, and NEA grants available to local associations.
- Gain tips and tricks to grant writing.

Fundamentals of Good Grant Writing

In this section, we offer some ways of thinking about grant proposals and advice about the process of planning and writing a proposal. However, this general approach has important limits. First, you will need to get more tailored advice about grant writing within your specific area of the grant. Second, you'll need to follow very carefully the exact instructions about proposals from the granting agencies to which you are applying.

Do Your Homework

- Is it the right grant for your project?
- Read through the application process and past projects that have been funded including grant amounts.
- Align the issue, cause and the amount of funding so that you aren't rejected outright.

Succinct and Clear Communication

- Write short sentences. Use active voice Don't use a bunch of text and flowery language.
- Complete a proposal that is clear, what is truly important and critical
- Writing concisely also helps you craft a proposal without holes in it

Formatting

- Format application/proposal that is easy reading
- Take the perspective of your busy, overworked, and tired reviewers
- Write a proposal that identifies a specific, concrete problem and a group that this problem affects.
- Use subject/section headings easy to find
- Use bullet points and short list format easy to understand
- Use bold and/or underline to draw attention to important parts

Build connections with the Funder

- Use their own words back at them in your proposal.
- If the grant emphasizes how important systemic change is, demonstrate how this is important to your mission and/or goals
 - Use language that demonstrates you have read their website and you know who they are
 - Demonstrate how your mission/goals and approach aligns with the funder

Use and Site Credible Research

- Show that you are an expert in your project and/or mission
- You want to be a leader and how the grant will help you
- Tell compelling stories and site evidence
- These connection can demonstrate your commitment to carrying out the mission/project

How Funding Will Make a Difference

- Clearly articulate the difference between the world as it should be and the world as it is
- Explain why your idea is worthy of investment

What you need to have before you start the grant writing process: Information and Time Saving Ideas

- Official Tax Exemption Letter - You will need tax numbers whether it be for your association or for the school
- OEA/NEA Identification number for your local
- Data
 - o Member data and/or student data.
 - o Gather them each year and save them.
 - o This includes everything from number of members in your local or potential members, students in your building, students with disabilities, demographical data, and free and reduced lunch percentages.
- Local Association's Annual Budget that demonstrates the following points
 - o how effective of a planner are you?
 - o What is your commitment to your mission/goals?
 - o How do you manage your performance over time?

Persistence Prevails

Rejections should not be interpreted as indictments of your idea; they are opportunities to revise the proposal and resubmit it either in the next cycle or to a different funder. With some funding agencies, it is extremely unlikely to get funded on the first round. Read the reviews you get carefully, and if there are no reviews, ask whether you can speak with a program officer to learn what went wrong. Take the critiques seriously, address them, and move forward with the proposal.

OEA Affiliate Grant Program

The OEA Affiliate Grant Program was created in 2003 to build strong and effective locals. The Program makes grants available to all local OEA affiliates—whether a large local, a small local, or a cluster of locals. To be eligible for a grant, the affiliate must provide a statement of how its program will strengthen the Association at the local, state, and/or national level.

There are three (3) types of grants available:

1. **One Year Special Project Grant**—available every year
2. **Two Year Special Project Grant**—available every two (2) years only, must apply in fiscal year beginning with odd numbered year. (Example; 2018-2020 grant applications taken in 2017-2018 fiscal year)
3. **Effective Locals Grant**—Available every two (2) years only, must apply in fiscal year beginning with odd numbered year. (Example; 2018-2020 grant applications taken in 2017-2018 fiscal year)

Please see About the Grants to determine which one is best for your affiliate.

Applicants must apply using an application downloaded from the OEA website, or by request via email to Grants@ohea.org.

Completed applications must be received between October 1 and midnight on January 31.

NOTE: THE AFFILIATE GRANT PROGRAM DOES NOT APPLY TO OEA DISTRICTS.

General Grant Requirements

A few general caveats are in order relative to all of the grants.

- Total grant amounts are subject to the OEA budget amounts to be determined on a biennial basis.
- Definitions of and within each grant are subject to continuous review and revision based upon measures of success and effectiveness, as well as recognition of best practices.
- Locals under individual service agreements are not eligible for affiliate grant money.
- The process for paying grant funds shall include procedures for ensuring accountability, including adequate internal controls, accurate bookkeeping, and verification of expenses.

Also, there are several requirements or preconditions an affiliate must meet in order to qualify for the Affiliate Grant Program as a local in good standing. These requirements may be waived by the Oversight Committee for reasons consistent with the OEA's Mission, Vision, and Goals.

1. The statement of purpose of the grant proposal will be tied to the stated Mission, Vision, and Strategic Priorities of the OEA.
2. Delegates of the applying local must attend District and OEA representative assemblies as described in each grant category.
3. A successful OEA Fund drive must be conducted annually. Success is defined as matching at least state level of members participating for the first year (11% - 12%) and demonstrates sustained contributions and works towards continuous improvement.
4. Strong financial practices are confirmed in local policy and actually practiced; i.e. bills paid timely, dues remitted timely, fiduciary responsibilities fulfilled.
5. Dues for locals involved must generate at least a matching amount of any grant.
6. Grant application is completed and submitted completely, and on time.

The commitment to meet the conditions of the grant is made by the affiliate's governing body.

One-Year Special Project Grant—Available Every Year

The OEA biennial budget will include funds intended to assist locals to implement one year programs designed to solve problems or address issues that confront them. One-year grants may be approved in either year of the OEA biennial budget. To the extent that funds are dedicated in the OEA budget for this line item, such grants will be awarded to those affiliates that meet the following conditions. This Grant shall not be renewed if requested for the same purpose.

Who is eligible?

- Any local of the OEA, (OEA districts are not eligible.)
- Any local that has not applied for either an Effective Local Grant or a Two-Year Special Grant

What is the amount available for this grant?

- A maximum of \$2400 for locals or groups of locals with 800 members or fewer
- A maximum of \$3 per member to a cap of \$5000 for a local or a cluster of locals with a combined membership larger than 800 members, or
- An amount established by the Business/Support/Administration committee on a biennial basis.

What is the purpose of this grant? To address/resolve a specific problem. For example,

- Improve the effectiveness of the local;
- Increase number of members and/or the participation level of the members within the local;
- Identify, encourage, and train local leaders;
- Promote public education; or
- Provide political awareness training.

This grant cannot be used for the following,

- **Any release time**
- **Office equipment, supplies, utilities, rent/lease or cell phones**
- **Website or webmasters (assistance available through OEA's website)**
- **Alcoholic Beverages**
- **Stipends**
- **Expenses related to attending District/OEA/NEA Representative Assemblies**
- **College Scholarships for college bound student**

How does an affiliate apply for this grant?

- Submits the completed application with action plan by midnight on January 31.
- Completes an application and action plan that describes how the proposed use of the OEA funds is linked to and will advance the local's mission and goals that
 - Describes the problem or issue that the grant would address;
 - Explains how/why the issue creates a problem for the local;
 - Describes how/why the action is expected to improve the situation and remote the effectiveness of the local;
 - Identifies the items/activities for which the funds will be expended;
 - Provides a timeline and persons responsible for the execution of the plan;
 - Describes specific objectives of the program; and
 - Outlines specific measurements for assessing the success of the program.

Other conditions that the local must meet, in order for OEA to issue the grant's funds to the local:

- Submits a six-month narrative review to the OEA;
- Submits a year-end evaluation to the OEA, assessing the success of the program/initiative against the agreed assessment standards;
- Submits an itemized breakdown where the funding dollars were used and the receipts for the expenses. When gift cards are used, the list of members who receive the gift cards must be included with that receipt.
- Sends delegates to District and OEA representative assemblies for the duration of the grant.

Two-Year Special Project Grant—Available In Odd Numbered Years

The OEA biennial budget will include funds for the purpose of providing money for programs designed to solve ongoing problems or address recurring issues that confront affiliates. All two-year grants issued will coincide with the biennial budget. ALL TWO-YEAR SPECIAL PROJECT GRANTS ISSUED WILL COINCIDE WITH THE BIENNIAL BUDGET. (ISSUED ONLY IN THE FISCAL YEAR BEGINNING WITH ODD NUMBER YEARS, i.e. 2015-2016, 2017-2018, 2019-2020, etc.) To the extent that funds are dedicated in the OEA budget for this line item, such grants will be awarded to those local affiliates that meet the following conditions.

Who is eligible?

- Any local of the OEA, (OEA districts are not eligible.)
- Any local that has not applied for either an Effective Local Grant or a One-Year Grant

What is the amount available for this grant?

- A maximum of \$2400 for locals or groups of locals with 800 members or fewer
- A maximum of \$3 per member to a cap of \$5000 for a local or a cluster of locals with a membership larger than 800 members, or
- A total amount available over the two year period established by the BSA committee on a biennial basis.

What is the purpose of this grant? To address/resolve a specific problem. For example:

- Improve the effectiveness of the local;
- Increase number of members and/or the participation level of the members within the local;
- Identify, encourage, and train local leaders;
- Promote public education; or
- Provide political awareness training.

This grant cannot be used for the following,

- **Any release time**
- **Office equipment, supplies, utilities, rent/lease or cell phones**
- **Website or webmasters (assistance available through OEA's website)**
- **Alcoholic Beverages**
- **Stipends**
- **Expenses related to attending District/OEA/NEA Representative Assemblies**
- **College Scholarships for college bound student**

How does an affiliate apply for this grant?

- Submits the completed application with action plan by midnight on January 31.
- Completes an application and action plan that describes how the proposed use of the OEA funds is linked to and will advance the local's mission and goals and
 - Describes the problem or issue;
 - Explains how/why the issue creates a problem for the local;
 - Describes how/why the action will improve the situation and promote the effectiveness of the local;
 - Identifies the items/activities for which the funds will be expended;
 - Provides a timeline and persons responsible for the execution of the plan;
 - Describes specific objectives of the program; and
 - Outlines specific measurements for assessing the success of the program.

Other conditions to be met prior to reimbursement:

- Submits a year-end evaluation to the OEA, including revisions after the first year.
- Submits a second year-end evaluation to the OEA.
- Submits an itemized breakdown where the funding dollars were used and the receipts for the expenses.
- Describes a plan for affiliate support of the program following the expiration of the grant.
- Sends delegates to the District and OEA representative assemblies for the duration of the grant.

Effective Local Grants—Apply in Odd Number Year before Biennial Budget

The OEA biennial budget will include funds for the purpose of building strong and effective locals. The program provides money for on-going programs designed to solve problems or address issues that confront affiliates. ALL EFFECTIVE LOCAL GRANTS ISSUED WILL COINCIDE WITH THE BIENNIAL BUDGET. (ISSUED ONLY IN THE FISCAL YEAR BEGINNING WITH ODD NUMBER YEARS, ie. 2015-2016, 2017-2018, 2019-2020, etc.) To the extent that funds are dedicated in the OEA budget for this line item, such grants will be awarded to those affiliates that meet the following conditions.

Who is eligible?

- Any local of the OEA not applying for a one or two year grant (OEA districts are not eligible)
- Any local associations whose Building Effective Local (BEL) survey (or its equivalent) have identified similar problems.

What is the amount available for this grant?

- Each grant shall not exceed 45% of the state average teacher's salary as defined in the OEA Bylaws 2-4.
- Multiple grants will be available for locals with more than 400 members, at a ratio of one grant for each 400 members (funding will be commensurate with the number of members exceeding the multiple of 400)

The purpose of this grant is to

- Address and resolve on-going problems as identified in the survey results;
- Directly involve the local association's members in resolving the identified problems; and
- Increase the number of members actively participating in the activities of the local association.

This grant cannot be used for the following,

- **Any release time**
- **Office equipment, supplies, utilities, rent/lease or cell phones**
- **Website or webmasters (assistance available through OEA's website)**
- **Alcoholic Beverages**
- **Stipends**
- **Expenses related to attending District/OEA/NEA Representative Assemblies**
- **College Scholarships for college bound student**

How does an affiliate apply for this grant?

- Submits the completed application with action plan by midnight on January 31.
- Completes an application and action plan that describes how the proposed use of the OEA funds is linked to and will advance the local's mission and goals that
 - Describes the problem or issue;
 - Explains how/why the issue creates a problem for the local;
 - Describes how/why the action will improve the situation and promote the effectiveness of the local;
 - Identifies the items/activities for which the funds will be expended;
 - Provides a timeline and persons responsible for the execution of the plan;
 - Describes specific objectives of the program; and
 - Outlines specific measurements for assessing the success of the program.

Other conditions to be met prior to reimbursement:

- Submits the results of the BEL surveys or its equivalent.
- Submits a year-end evaluation to the OEA, including revisions after the first year.
- Demonstrates historical and sustained attendance at District and OEA representative assemblies.
- Submits a breakdown of the funding dollars used and the receipts for expense.

OEA Mission Statement: The OEA will lead the way for continuous improvement of public education while advocating for the members and the learners they serve.

OEA Affiliate Grant Application

Applications Accepted October 1 through Midnight on January 31

Send the completed document in Word or PDF format to grants@ohea.org, or mayfieldd@ohea.org

1. Name of Local(s): _____

2. Person making application: _____

Position in local: _____

Email address: _____

3. Type of grant:
- One-Year Special Project Grant (max \$2400 with 800 members or less, +\$3 per member for larger locals up to \$5000)
 - Two-Year Special Project Grant (max \$2400 with 800 members or less, +\$3 per member for larger locals up to \$5000)
 - Two-Year Effective Locals Grant
(not to exceed 45% of state average teacher's salary; one grant available for every 400 members)
 - Release Time Grant
(must have prior OEA approval, affiliates are funded in accordance with NEA's release time grant program)

4. Grant funding amount requested: \$ _____

5. Level of Local Individual Dues (per member): \$ _____ Total local dues income: \$ _____

6. Names of delegates who attended recent District Representative Assemblies and most recent year he/she attended as a delegate:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

7. Names of delegates who attended recent OEA Representative Assemblies and the most recent year he/she attended as a delegate:

8. Please explain your local's plan for improving The OEA Fund contributions in the future:

9. List names of participants of your local(s) in training hosted in the Regional/UniServ program for the most recent school year and the type of training attended:

10. Describe in detail your local(s) policy regarding financial practices such as timely payment of bills and timely submission of dues:

Strategic Priorities of the OEA Board of Directors

1. Build local capacity to be more relevant to members.
2. Educate and organize members to build support for quality public education.
3. Build OEA as a member resource for professional issues.
4. Educate and organize OEA and its members to advocate for racial, social, and economic justice

Action Plan

Statement of Problem or Issue: _____

What assessment tool did you use to assess your local? _____

Anticipated Outcome: _____

NOTE: Expenses related to or incurred while attending District, OEA or NEA Representative Assemblies are NOT reimbursable from grant awards.

Action	Who	Timeframe	Objectives	Specific Measurements for Assessing Success

Affiliate Grant Budget Request Form

NOTE: Expenses related to or incurred while attending District, OEA or NEA Representative Assemblies are NOT reimbursable from grant awards.

NOTE: Gift Card distributions to members should NOT exceed 10% or \$500 of the total grant award.

Activities (must match action plan items from the previous page)	Planned Outcomes (must match action plan items from the previous page)	Cost of Activities	Local Funding	OEA Funding Requested

(Revised 5/17/17)

Please visit the OEA Website to check review other funding resources available by applying for Grants and Scholarships.
<https://www.ohea.org/resources/>

NEA Local President Release Time Program

The program's objective has been to provide financial assistance towards the full-time or part-time release of local presidents to encourage growth and strength in our local associations. The presence of a full-time or part-time release local president will add to the effectiveness in which the locals can contribute to NEA's Strategic Priorities.

The grants are designed to:

- assist affiliates by providing local president release time to do the critical work required as a president. each building.
- provide professional development for the local association president and the assigned staff member to help them build a strong, high capacity local.
- build capacity to engage and recruit members in the local association and each building.

This grant requires a local to supplement the costs associated with releasing the president from their regular contracted responsibilities.



*Great Public Schools
for Every Student*

LOCAL PRESIDENT RELEASE TIME PROGRAM

Grant Application Guidelines

The *Local President Release Time Program* was formed to encourage the growth and development of NEA's local associations. From its inception, first as a pilot program in 1986 and then as a formal program in 1988, the program's objective has been to provide financial assistance towards the full-time or part-time release of local presidents, so as to build and strengthen the association from the grassroots.

The presence of a full-time or part-time release local president will add to the effectiveness with which the locals can contribute to NEA's Strategic Focus, Plan, and Priorities. Our aim is that local associations will leave the program with an increased willingness and capability to assume the total cost of a full-time or part-time release of their president. Fulfilling this aim of independence will ensure that local associations are advancing a culture of organizing and that a solid foundation is formed for continued future growth and expansion.

If you have questions regarding the LPRTP, you may contact NEA headquarters directly by emailing your questions to LPRTP-PF@nea.org



LOCAL PRESIDENT RELEASE TIME PROGRAM
Grant Guidelines

Applications must be submitted online by January 20th of each year.

1. PROGRAM GUIDELINES

- [Program Goal](#)
- [Program Objectives](#)
- [Selection Guidelines](#)
- [Eligibility Rules](#)
- [Program Duration](#)
- [Program Funding](#)
- [Training Opportunities](#)
- [Administrative Procedures](#)
- [Application Instructions](#)
- [Program Evaluations](#)
- [Application Timeline](#)



PROGRAM GUIDELINES

PROGRAM GOAL

- Continued development in building capacity and strength of local associations

PROGRAM OBJECTIVES

- To provide a level of financial assistance to enable the full-time or part-time release of local presidents, so as to encourage:
 - development of participating local associations in size and/or strength;
 - increased willingness on the part of the participating locals' membership to assume the cost for continuing the full-time or part-time release of their president; and
 - to promote best practices of local initiatives in organizing, member engagement, and sustainability.

SELECTION GUIDELINES

- The intention is that six full and six part-time release president grants be awarded each year equitably among NEA regions.
- If there are an insufficient number of qualified full and part-time release president grant applicants in a specific NEA region, then grants shall be allocated to local associations in other NEA regions.
- **ONLY ONLINE APPLICATIONS WILL BE CONSIDERED FOR FUNDING.**

ELIGIBILITY RULES

Local associations who are affiliates of the National Education Association are eligible for the Local President Release Time Program. Local associations of any size are encouraged to apply if their current budget will allow them to sustain their share of the cost of the program without impairing existing programs.

Full-time: Local associations currently providing less than full-time release for their local association president shall be eligible to apply for participation in the program. **An affiliate that has received a full-time grant or which currently provides for a full-time release president is not eligible to apply.** A local who has received a part-time grant may be eligible to apply. Full-time is defined as 100% release time.

Part-time: Local associations currently providing less than 50% release time for their local association presidents are eligible to apply. (This is flexible to include arrangements such as 30 days a year, two hours a day, one grading period out of year, etc.) **A local which currently provides 50% release or which has received a part-time grant is not eligible.**

The NEA may waive aspects of the eligibility requirements based on extenuating circumstances, on a case-by-case basis, and with a clearly delineated written explanation.

PROGRAM DURATION

- The duration of the program is for a three-year period.
- Failure to conduct the required annual evaluation will result in the withdrawal of LP RTP funding.

PROGRAM FUNDING

- The participating local association, its state affiliate, and the NEA will fund the Local Presidents Release Time program.
- The *NEA* shall contribute to the cost incurred by the local association for the release time president in the following manner:

Year	Full-time	Part-time
One and Two	45% of Total Cost up to a maximum of \$25,000	45% of Total Cost up to a maximum of \$12,500
Three	30% of Total Cost up to a maximum of \$16,500	30% of Total Cost up to a maximum of \$8,250

- The *state affiliate* shall contribute to the cost incurred by the local association for the release time president in the following manner:

Year	Full-time	Part-time
One and Two	At least 10% of Total Cost	At least 10% of Total Cost
Three	At least 7% of Total Cost	At least 7% of Total Cost

- The *local association* assumes the remaining portion of the cost of released time.
- The total cost for the full-time or part-time grants added to the program in any given year shall not exceed an amount equal to the NEA maximum funding commitment for six full-time and six part-time president positions.

TRAINING OPPORTUNITIES

- NEA shall provide for a training session of presidents and staff participating in this program. This training is **required** during the first year of the program and is designed to provide the president and staff person with the opportunity to begin team building. If a subsequent change occurs either in the president or staff, the new team is required to attend the first-year training.

ADMINISTRATIVE PROCEDURES

- NEA shall provide overall program administration and be responsible for administration of NEA funds.
- The appropriate state governing body shall submit the signed application to NEA LPRTP staff liaison.
- NEA Regional directors shall discuss the LPRTP application with the appropriate state affiliate and sign the application.
- NEA shall submit an electronic copy of the LPRTP agreement to the state affiliate.

APPLICATION INSTRUCTIONS

Eligible local associations shall submit the following information for program consideration:

- *Written Communication of Interest:* This letter must be written by the local association and submitted to the state affiliate.
- *Full-time and Part-time Application:* The application requires:
 - local association contact information
 - membership demographics (i.e., actual and potential membership figures, membership categories)
 - current local dues structure
 - local association's budget, which must include information on the total cost of a full-time or part-time release president
 - currently provided release time for the local president, if any
 - a **separate** three-year plan that shows the local's commitment to provide funding.
- *Program Goals and Objectives:* Describe what is currently being done or how the grant will assist with the following program goals and objectives. Program goals and objectives reflect the local's commitment to NEA's Strategic Focus, Plan, and Priorities. Please do not list all association programs.
 - Membership Growth and Retention
 - Member Engagement and Participation
 - Building Community Relationships
 - Developing Interaction and Cooperation between Local and State

PROGRAM EVALUATIONS

The participating local association must conduct a program evaluation each year (by June 30th). Failure to submit the evaluation results to the NEA will result in the withdrawal of funding from the program.

Who must participate?

- A representative of the state affiliate, the local association president and treasurer, and the local UniServ director must participate in the program evaluation.

What is the purpose?

- The purpose is to review the program goals set forth in the original application. The session must consist of a review of progress of these goals with a modification of the goals and a plan for assistance, if necessary. Third year grant recipients should outline their goals for years four, five, and six. At the end of the sixth year, grant recipients will be asked to respond to a sixth year questionnaire.
- If in the first or second year of the grant, a determination must be made whether the grant should be continued in the following year.
- The grant monies will be discontinued if the program evaluation is not held or, if the NEA, State Affiliate, and/or Local Affiliate determine that the program should not continue.
- If the program is discontinued, a written explanation must be submitted to the Membership Relations and Affiliate Relations Committee.

When must the session be held?

- This session must be held each year.

What forms must be completed and when and where are they submitted?

- The results of this program evaluation must be summarized in the LPRTP Annual Progress Evaluation completed by each local.
- The participating local and state affiliate completes the LPRTP Annual Progress Evaluation and submits the online evaluation by June 30th.



LOCAL PRESIDENT RELEASE TIME PROGRAM
Grant Guidelines

APPLICATION TIMELINE

Month	Day	Activity	Responsible Party
January	20 th	LP RTP grant application deadline.	Local and State Affiliate
February	Not specified	The Local President Release Time Grant Committee meet to review and approve LP RTP recommendations.	Local President Release Time Grant Committee
March	4 th Monday	NEA's liaison for the Local President Release Time Grant Committee notifies regional directors of selected local associations and sends letters of acceptance and denial to state affiliate and local associations on behalf of the Committee.	NEA Center for Organizing
May	4 th Monday	NEA's liaison for the Local President Release Time Grant Committee sends introductory letters to selected local associations, and provide the Agreement between the national, state, and local associations.	NEA Center for Organizing
August	1 st Monday	Selected local associations submit fully signed Agreements to NEA's liaison for the Local President Release Time Grant Committee.	Selected local associations

OEA District Grants

Central OEA/NEA District

Central OEA/NEA offers several grants and incentive programs for its locals. A brief description of each can be found below. A more detailed description, including how to apply, can be found on the website, centraloeanea.org. Central OEA/NEA grant questions may be directed to pm@centraloeanea.org.

Local Technology Award

On a three-year rotating basis, Central OEA/NEA will provide each local with one laptop (PC/Windows-based) or iPad to assist with organizing and communicating with members.

Local Participation Award Program

Central's Local Participation Award Program is intended to build stronger, better-informed locals by rewarding active participation in Central's programming, as well as meeting other defined criteria. Locals that meet all ten (10) required criteria will earn a total award of \$1000 annually.

Growth & Development Grants

Central's Growth & Development Grants are intended to: support ideas that grow and develop locals, increase member engagement, and help locals continuously become stronger and more effective. The maximum amount of the grant is based on the local's membership.

Local Emergency Grants

The Local Emergency Grant Program was created to assist local associations with projects of an immediate or urgent nature. Community initiatives such as school district levy or bond campaigns are examples of activities that align with the intended target of these grants.

Lobby Day Substitute Grant

To allow members to participate in OEA Lobby Days, when they may not otherwise be able to, Central can award up to \$100 per local to cover the expense of a substitute. To qualify, a local must have conducted an OEA Fund drive.

Public Relations Grant

Central OEA/NEA'S Public Relations Grant is designed to provide support to locals in engaging their members with the community. Grant funds can be used for a variety of items including, but not limited to apparel, awards, banners, buttons, fair booths, yard signs, and involvement in local charitable events such as races. Locals are eligible for Central OEA/NEA's Public Relations Grant of up to \$500 once every three years.

ECOEA District

All grant information and applications can be found on the ECOEA website at <http://ecoea.ohea.us/>. Deadlines are determined annually and posted on the website. The fall ECOEA Directory also includes all scholarship/grant info.

Public Relations Grants

- Typically Fall and Spring
- Grant should be a first-time proposal to initiate a new PR project in local.
- Projects should promote education through the educator, the local association, and ECOEA.
- Project should enhance local education status.
- ECOEA should be credited with assisting and name displayed.
- Eligibility: Local must have elected delegates who attended the ECOEA RA in the previous year.
- \$500 to a local.

Representative Assembly Incentive Grants

- Fall
- First come, first served (4 or more grants awarded)
- Money to help offset the local's expenses in sending delegates to an RA (mileage, hotel, meals)
- Delegate must attend and vote at the ECOEA and OEA RAs.
- Eligibility: Open to locals that have not elected/sent delegates to ECOEA and OEA RA in past 5 years.
- \$250 to a local.

Internal Organizing Grants

- Typically Spring
- Project should increase membership and engagement of members within a local
- Project should align with OEA priorities: increase local capacity, be more relevant to members, improve the image of educators, and build OEA as a resource for professional issues
- Eligibility: Local must have elected delegates who attended the ECOEA RA in the previous year.
- \$500 to a local.

ECOEA In-Service Meeting Funds

- Available anytime
- Financial assistance for inservice meetings sponsored by locals or boards of education.
- May earn for one meeting per year.
- \$0.50 per member of the local association not to exceed \$150.
- Inservice must be open to all members of the local association.
- ECOEA must be recognized as supporter.
- Request submitted to ECOEA Business Manager.
- Up to \$150 to a local.

EOEA District

Affiliate Grant Program

No more than 14 grants of up to \$500 will be awarded each school year. The EOEA Grant Committee will evaluate local applications. Grants will be awarded on a first come, first served basis. Please be as detailed and descriptive as possible and note that only projects listed on the application will be funded. Grants may be awarded at the EOEA Fall and Spring Representative Assemblies. Each local may only apply for one affiliate grant each academic year. The application deadlines are October 1 and March 1. Locals will receive notification of grant application approval within two weeks of the application deadline. Priority will be given to first time applicants, but this does not prohibit locals applying yearly for new projects. The requirements for receiving grant funding are as follows:

- Each local must have elected delegate(s) to the most recent Eastern Ohio Education Association Representative Assembly (EOEA RA). A local delegate must have been present and voting at the most recent assembly.
- Explain how your program/project applies to one of OEA's Strategic Priorities: A. Build locals' capacity to be more relevant to members. B. Improve the image of educators. C. Build OEA as a member resource for professional issues.
- The following documentation of the project must be submitted to the Grant Committee after the completion of the grant project: a write-up in the form of a news article, a personal report from the local president at an EOEA Board of Directors meeting, and itemized receipts. Documentation must cover the original project as approved by the EOEA Grant Committee.
- Upon approval of a local's Affiliate Grant application, half of the approved funding will be presented to the local Association at the next EOEA RA. Upon verification of attendance at the required RA and receipt of all documentation a check for the remaining expenses will be given to the local president following their presentation to the Board of Directors. If a local has a special need to receive grant funds prior to completion of an activity, advancement of grant funds will be considered upon request. If the above requirements are not met, the local will be ineligible for an EOEA Affiliate Grant for one year.

NCOEA District

Affiliate Grant

The NCOEA Grant Program was created to build strong and effective locals. The program makes grants available to all local NCOEA locals; large, small or a cluster of locals. To be eligible for a grant, the local must provide a statement of how its program will strengthen the Association at the local, state, and/or national level.

Grant Requirements:

A few general caveats are in order relative to all grants:

- Total grant amounts are subject to the NCOEA budget amounts to be determined on an annual basis.
- Definitions of and within each grant are subject to continuous review and revision based upon measures of success and effectiveness, as well as recognition of best practices.
- Locals under individual service agreements are not eligible for grant money.
- The process for paying grant funds shall include procedures for ensuring accountability, including adequate internal controls, accurate bookkeeping, and verification of expenses.

There are also several requirements or preconditions a local must meet in order to qualify for the Grant Program as a local in good standing. These requirements may be waived by the Budget Committee for reasons consistent with NCOEA's Mission, Vision, and Goals.

1. The statement of purpose of the grant proposal will be tied to the stated Mission, Vision, and Goals of the OEA / NCOEA.
2. Delegates of the applying local must attend District and OEA representative assemblies as described in each grant category.
3. A successful OEA Fund drive must be conducted annually. Success is defined as matching at least state level of members participating for the first year (11 %-12%) and demonstrates sustained contributions and works towards continuous improvement.
4. Active participation in the NCOEA program, including participation in the training provided and the NCOEA Rep Assemblies.
5. Strong financial practices are confirmed in local policy and actually practiced; ie bills paid timely, dues remitted timely, fiduciary responsibility fulfilled.
6. Dues for locals involved must generate at least a matching amount of any grant.
7. Grant application is completed and submitted electronically, timely, completely.

The commitment to meet the conditions of the grant is made by the local's governing body.

The NCOEA annual budget will include funds intended to assist locals to implement one year programs designed to solve problems or address issues that confront them. Grants will be approved on an annual basis via the grant application process. To the extent that funds are dedicated in the NCOEA budget or this line item, such grants will be awarded to those affiliates that meet the following conditions.

Who is eligible?

- Any local, or group of locals of the NCO EA
- Any local or cluster of locals that have not applied for either an Effective Local Grant or a Two Year Special Grant through OEA.

What is the amount available for this grant?

- An amount established by the Budget committee on an annual basis.
- Amounts will be divided on a per member basis if there are multiple applicants.

What is the purpose of this grant?

- To address/ resolve specific problems within the local, for example:
 - Improve the effectiveness of a local
 - Increase number of members and I or the participation level of the members within the local
 - Identify, encourage and train local leaders
 - Promote public education
 - Provide political awareness training

This grant may NOT be used for the following

- Any release time
- Office equipment or supplies
- Website or webmasters
- Alcoholic beverages
- Stipends

How does a local apply for this grant?

- Submits the completed application with an action plan by the designated deadline.
- The action plan must describe how the proposed use of the NCOEA funds is linked to and will advance the local's mission and goals that
 1. Describes the problem or issue the grant would address
 2. Explains how/why the issue creates a problem for the local
 3. Describes how/why the action is expected to improve the situation and remote the effectiveness of the local
 4. Identifies the items/ activities for which the funds will be expended
 5. Provides a timeline and persons responsible for the execution of the plan
 6. Describes specific objectives of the program and
 7. Outlines specific measurements for assessing the success of the program.

Other conditions that the local submit meet, in order for NCOEA to issue grant funds are:

- Submits a six-month narrative review to the NCOEA
- Submits a year end evaluation to the NCOEA, assessing the success of the program/initiative against the agreed assessment standards;
- Submits an itemized breakdown where the funding dollars were used and the receipts for the expenses.
When gift cards are used, the list of members who receive the gift cards must be included with that receipt.

Grants must be submitted to: NCOEA c/o Becky Cashell 295 Chapman Way Lexington OH 44904 ncoeabecky@gmail.com

NEOEA District

NEOEA committees offer grants, sponsor contests, or present awards to students, individual members, and local associations during the school year. These awards include the:

Communications Contest

The NEOEA Public Relations Committee is sponsoring a communications contest-honoring printed and/or electronic newsletters. The award recognizes communications distributed directly to members on a regular basis from local affiliates of all types, including Education Support Professionals, DDs, Career Centers, and Higher Education. Winners are recognized at the fall Representative Assembly and in “News and Views”. The top entries from small, medium, and large associations will receive a monetary award honoring them for their work.

Community Involvement Grants

Strengthening the relationship between a local school employee union and its community is a key element in building a strong and successful local association. Nothing cements these relationships like working together to benefit others in the community. Participation in community events also offers affiliates the opportunity to enhance their visibility as vital, contributing members of their communities.

Five Star Awards

Created in 2001 by the Public Relations Committee and the Executive Committee, the Five Star Award honors local affiliates that are leaders in involvement with the Association. To receive the Five-Star Local Award, a local association needs to have fulfilled five of the criteria during the previous school year. Local affiliates meeting these criteria will be recognized at the NEOEA Fall Representative Assembly and in “News and Views” and receive a “monetary award” and a press release for distribution to local newspapers. No application is required; awards are granted on the basis of NEOEA and OEA records. Like all NEOEA awards, this award aims to recognize local associations and their leaders for the work they do on behalf of their members.

Friend of Education

The NEOEA Friend of Education Award recognizes a person and/or organization whose leadership, actions, and support have contributed to the improvement of public education for a broad cross-section of northeastern Ohio.

Local Participation Grant

NEOEA’s budget provides for a Local Participation Grant to help local affiliates send delegates to the OEA Representative Assemblies. With this grant, NEOEA makes available up to \$300 per local affiliate to reimburse the expenses of delegates to the OEA Representative Assemblies. Any local affiliate may apply.

OEA Fund for Children and Public Education

At the fall Representative Assembly each year, NEOEA’s Legislative Committee recognizes locals that have distinguished themselves by their support of the OEA Fund for Children in Public Education. Locals do not apply for the Political Action Awards; the Legislative Committee bases the awards on reports provided by the Ohio Education Association.

Positive Image Awards

Positive Image Awards are presented to locals that enhance the image of their members, schools, school districts, or public education in general in the community. Activities that are developed by members, work-related or not, that include the community are eligible for consideration.

Public Relations Mini-Grant

NEOEA's Public Relations Committee budget sets aside \$12,500 to provide grants of up to \$250 to local associations. Your local association may use one of these grants for a public relations project that will promote a positive image of your association within your community. Why not take advantage of this opportunity to enhance the image of your local association within your community?

UniServ Program Grant

NEOEA will provide each UniServ Council with up to \$1,200, prorated by number of NEOEA locals. These funds may be used for, but are not limited to, officers' expenses, programs, program materials, and postage.

NWEOA District

NWEOA Engage Grant - Local Delegate Assistance to OEA Spring RA

To help locals become involved in the Association at the state level, NWEOA is offering funding through Local Delegate Assistance to the OEA Spring RAs. This grant offers assistance to local associations which have not recently attended OEA RA's by providing funds to send delegates to the OEA Spring RA. Delegates to representative assemblies elect statewide officers, adopt budgets, approve governing documents, and set the policies that determine the direction of the Association. Locals that do not send delegates to the RA's are forfeiting the rights they have as a member of a democratic organization.

This grant will reimburse up to \$250 for overnight lodging and mileage to the OEA Spring RA for one delegate from a local that has not sent delegates to an OEA RA in the previous two (2) school years. Itemized receipts would be required for reimbursement of up to \$250. Any delegate interested in applying for this grant should submit a letter of interest to NWEOA including delegate contact information and the local association president's signature.

The NWEOA Board of Directors urges all local associations to hold elections for OEA and NWEOA delegates. Elections for OEA delegates to the Fall and Spring RA's, with election results certified with OEA by the deadline. NWEOA delegates are in addition to a local's OEA delegates. NWEOA delegate elections must be held in the locals by February 1, with delegate and alternate election results submitted to the NWEOA Center by February 10.

PR Grant

Grants up to \$500 will be evaluated individually by the NWEOA PR Committee until a total of \$5,000 has been awarded. Grants will be awarded on a first come, first served basis. Please be as detailed and descriptive as possible and note that only projects listed on the application will be funded. The application deadline is Friday, November 3. Locals will receive notification of grant application approval within two weeks of the application deadline.

The requirements for receiving grant funding are as follows:

1. Each local must have elected delegate(s) to the previous year's Fall Ohio Education Association Representative Assembly (OEA RA), the Spring OEA RA, and the Spring NWEOA RA. A local delegate must be present and voting at these three assemblies.
2. Each local must show evidence of a successful OEA Fund drive by June 1 for the previous school year. A successful drive will be defined in as the OEA designation of contributions of the membership of a local contributing to a OEA Fund drive.
3. Attendance is required at three Representative Assemblies and at two of the following: any NWEOA hosted workshop, the NWEOA Awards Banquet, or any other NWEOA special event.
4. The following documentation of the project must be submitted to the Public Relations Committee within 60 days after the completion of the grant project: pictures (preferably digital), a write-up in the form of a news article, and the completed PR Grant Final Cost Report form with itemized receipts. Documentation must cover the original project as approved by the NWEOA PR Committee. If your local did not complete it's grant project from the previous school year in which the grant was awarded, a letter must be written giving the date you intend to complete the project. This letter of intent must be received by November 1, by the NWEOA Center if your local wants to be eligible for grant money in the current school year.
5. Student scholarship programs will not be considered.

Upon approval of a local's PR grant application, half of the approved funding will be paid to the local treasurer. Upon verification of attendance at required RA's/events, receipt of all documentation, and evidence of a successful OEA Fund drive, a check for the remainder of the grant money will be mailed within twenty (20) days. If the above requirements are not met, the local will be ineligible for a Public Relations Grant for one year.

Leadership Council Grant

The Professional Development Committee (PDC) of Northwestern Ohio Education Association is offering each Leadership Council UniServ Workshop Training Grants for the school year. Each council may hold its own training sessions, or a number of councils may combine and pull more funds together. NWOEA will pay up to \$400 per council for the actual expenses incurred for each separate training activity held throughout the year until the funds are exhausted.

The intent of this funding is to provide training for local associations in such areas as: grievance processing, local professional development committees, licensure, negotiations, association business, effects of new legislation, or other areas of professional development of interest to your council members. A dinner may be served with the sessions, but it may not be the focus of the meeting. Email NWOEA (nwoeacenter@gmail.com) for guidelines. The PDC will meet four times a year to review applications and to decide on approval or denial of the grant applications. The deadlines for the year are as follows: October 17, January 30, April 17 and July (TBD). Please plan ahead and adjust your schedule accordingly. Applications will be approved or denied, and the councils will be notified of their status after the PDC meeting.

A copy of the evaluation form that your workshop participants will use must accompany your grant request. After the workshop a summary of the completed evaluations and the final cost report with copies of receipts are to be forwarded to the NWOEA Center. Once these materials have been reviewed and accepted, a reimbursement check for the actual expenses up to the approved amount will be issued.

Local Leader Grant

NWOEA will pay up to \$300 per local association for the actual expenses incurred for member outreach and engagement activities until the funds are exhausted. The intent of this funding is to provide opportunities for local association leaders to reach out and engage with their membership to best meet the current needs of their association. Recognizing that the needs of our locals vary, funds could be used in a variety of areas such as: providing compensation for a substitute to allow the local leader to meet with/visit members during the school day, early educator events, pay day celebrations, food for members while conducting building visits, member events, member birthday recognition, release time to discuss the importance of The OEA Fund participation with members, materials needed to conduct one-on-one conversations, etc.

Locals may submit one (1) Local Leader Grant per school year. The PDC will review applications monthly and decide on approval or denial of the grant applications. The deadlines for the school year are as follows: October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1 and July 1. Please plan ahead and adjust your schedule accordingly. Applications will be approved or denied, and local leaders will be notified of their status by the 15th of each month.

After the outreach and engagement activities have been completed, the evaluation document and expense report (sent with approval notice) must be completed and the final cost report with copies of receipts are to be forwarded to the NWOEA Center. Once these materials have been approved and accepted, a reimbursement check for the actual expenses up to the approved amount will be issued to the local association.

*Note: Funding is for local engagement of members only and will not be granted for OEA/NEA events.

If you have any questions, please feel free to call the NWOEA Center at 419-424-1708. NWOEA Executive Director Amanda Dyer can also be reached by email at nwoea.center@gmail.com.

OEA Educational Foundation Grants for Members and Locals

The mission of the OEA Educational Foundation is to advance and support education professionals and public-school students in Ohio. The work of the Ohio Educational Foundation is to fund initiatives that enhance student learning, student achievement, and well-being, as well as promote social justice.



The following OEA Educational Foundation grants are available to OEA members and locals:

Innovation Grant

Innovation Grants are being offered to those who are in pursuit of innovative and creative practices where learning is being enriched by experiences or projects. The maximum amount of funding you can receive for an Innovation grant is \$5,000 and grantees have one year from May 31 of the award year to utilize the funds.

Diversity Grant

Diversity Grants are intended to develop and pursue instructional programs or curriculum that promote an appreciation for diversity, equity, and respect for humankind within the classroom and educational environment. The maximum amount of funding you can receive for a Diversity grant is \$3,000 and grantees have one year from May 31 of the award year to utilize the funds.

Whisper Fund

Members can apply for **Whisper Grants for Students in Need** at any time of the year. Whisper Grants for Students in Need offer direct assistance to an individual student or a group of students with educational or personal needs when a hardship is identified. Grants are issued to a requesting education staff member to purchase items or improve an individual's or a group of individuals school learning or academic performance or to assist with basic. **Whisper Grant applications are reviewed on an ongoing basis with a maximum amount of \$500 per grant.**

Make-A-Wish

Local Associations have an opportunity to collaborate with **Make-A-Wish through the Kids for Wish Kids program**. The **Kids for Wish Kids** program fosters the value of community service by providing students with hands-on experience in helping to grant local wishes through school fundraising. After a local reaches the first \$500 in fundraising, the OEA Foundation will match that amount.

Members can apply online through the OEA website by going to www.ohea.org/oea_foundation/

Ohio Educational Foundation
225 E. Broad St., Columbus, OH 43215
Foundation@ohea.org

