**NEA GPS FUND GRANT: SCOPE OF WORK TEMPLATE**

Directions: The Scope of Work Template helps to identify key activities, measurable outcomes, and engagement opportunities (members/non-members, staff, and leaders). It will assist in developing key timelines and activities in order to achieve a defined goal.

It is anticipated that strategies and timelines will change or be modified during implementation of a GPS Fund grant, if awarded. Such modifications would be approved in collaboration with your assigned NEA Grants Specialist.

The online Planning Grant application will ask for attachment of a completed GPS Fund Scope of Work Template. A sample is included here also, for reference.

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| **GPS FUND GRANT - SCOPE OF WORK TEMPLATE**  **Directions:** **Please fill out and attach this GPS Fund Scope of Work Template to the online Planning Grant application, where requested. Please limit your work plan to one goal, which can have multiple activities over various timeframes. This template should be completed with GPS Fund grant activities in mind (covering from 1 to 3 years), not for Planning Grant work (approximately 3 months).**  NOTE: This template is being used to provide a draft of your GPS Fund goal and activities, which can be workshopped with NEA’s assistance if awarded a Planning Grant. In the GPS Fund Application, these same questions will be asked in a different format due to platform requirements. However, this template will aid in planning and help you fill out any required fields.  **GOAL:**  [text] | | | | | |
| **KEY ACTIVITIES** | **ANTICIPATED OUTCOMES & MEASUREMENT** | **TIMELINE** | **MEMBERS/NON-MEMBERS ENGAGED**  **(numbers and roles)** | **AFFILIATE STAFF/LEADERSHIP ENGAGEMENT**  **(by role and purpose)** | **POTENTIAL PARTNERS**  **(by role and purpose)** |
| [text] | [text] | [text] | [text] | [text] | [text] |
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| **SAMPLE SCOPE OF WORK**  **GOAL**:  [Local affiliate partner schools] loses 50% of early educators in the first five years (source: XXX Department of Education 2019). In exits surveys they identify the lack of mentoring as a key reason for their departure (site source). XXX public schools and businesses will collaboratively develop a mentoring program in 15 locations, which 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 (site 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. | | | | | |
| **KEY ACTIVITIES** | **ANTICIPATED OUTCOMES & MEASUREMENT** | **TIMELINE** | **MEMBERS/NON-MEMBERS ENGAGED**  **(numbers and roles)** | **AFFILIATE STAFF/LEADERSHIP ENGAGEMENT**  **(by role and purpose)** | **POTENTIAL PARTNERS**  **(by role and purpose)** |
| Recruit & train school leaders of program | Goal of 90% effective or very effective training and supports every 3 months on surveys | Recruit and train – June - August  Support, network, trainings  Every month | 6 veteran members  6 principals or school administrators  1 district office leader  1 member leader as coordinator/trainer | President – welcome at trainings, speak at building rep meetings, media coverage  Professional learning committee engaged as advisers and aid in training (6) |  |
| Identify & orient new educators to program | 120 students in 6 schools; 85% effectiveness on surveys every 2 months. | Every 3 months | 120 high school students (nonmembers)  6 college student members aiding with the program |  |  |
| Create and engage each group through 3 edCommunities groups | H.S. students will be required to post and respond at least 4 times a week. Each group will have a college student leader and the school member leader to aid with this online group. All materials will be shared via this group. | Weekly engagement monitored regularly. | 120 high school students (nonmembers)  6 veteran members  6 school administrators  1 district office leader (optional)  1 member leader | Professional development 2 committee members actively engaged |  |
| Meet with district leaders to assess outcomes and build for the future – review data and ramifications |  | Every 3 months | 1 member leader  6 school administrators  6 union leaders | President or designed  Professional Learning Committee Chair  Early Career Committee Chair  Equity/Human Rights Chair |  |