



NEA CENTER FOR ORGANIZING AFFILIATE SUPPORT 2024-2025 GUIDELINES FOR RETIRED STATE ORGANIZING & CORAL GRANTS

Each year the NEA Center for Organizing, in collaboration with NEA-Retired, awards State Organizing Grants to organize retired members. Beginning this year we are combining the Retired Organizing and CORAL (Coalition of Retired Activists and Leaders) grant projects. Grant awards will not exceed \$8,500 annually. No State Retired Organization shall receive more than **one grant per year**.

GUIDELINES:

1. **Deadline:** Submit a grant application to <https://www.nea.org/resource-library/retired-organizing-grants> by **September 1, 2024**.
2. **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.
3. **Goals:** Each grant is **REQUIRED** to have a **membership growth and engagement goal**. Specifically, what you are trying to achieve to reach your outcomes at the end of the project? What does success look like?
4. **Outcome:** State what you expect to be different because of your project? How do 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 be denied.**
5. **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 a minimum 20%**

match or in kind contribution will result in a reduction or denial of your grant application. All matching funds must be included in the budget.

6. **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.
7. **Data Collection:** How do you plan to collect data on participants, outcomes on your activities and results of your project? Who will be responsible for entering the data to the NEA Grant Database System?
8. **Evaluation Mechanism:** Grant applications shall be evaluated against the specific quantitative and qualitative measures that are identified in the plan. See above.
9. **This grant application is a joint application of the Active State Affiliate and the Retired State 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

Grant money *cannot* be used:

- to supplement state or local budgets, staff salaries or out of state travel.
- to attend out of state conferences. (i.e., NEA Conferences, Alliance for Retired Americans Conference, etc.).
- 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.
- for STIPENDS FOR STAFF.
- **for direct lobbying expenses or contributions to political campaigns** (Consult with legal services when you have questions about appropriate use of grant monies).

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 in October to the State Active President, State Retired President, and the State Executive Director. Copies will be sent to the State Staff Liaison for Retired and NEA C4OAS Constituency membership Field Manager.
- 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.

For more information regarding the grant process contact:

Prior to September 1st - Todd Crenshaw, Organizational Specialist, NEA C4OAS
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After September 1st – Marcy Kamienecki, NEA C4OAS, mkamienecki@nea.org