



KANSAS NATIONAL EDUCATION ASSOCIATION 2021-2022 STRATEGIC FOCUS GRANT APPLICATION PACKET

This packet contains:

- outline of how and when to apply and criteria
- application guidelines
- ideas and hints for success
- reimbursement request | evaluation form

Grant applicants should return the completed cover sheet and application form via mail or e-mail by the application deadlines to ensure timely consideration of the grant proposal.

Completed applications must be submitted by noted deadlines to:

Crystal Blackmon | Executive Confidential Assistant
Office of the KNEA President
715 SW 10th Avenue | Topeka, KS 66612-1686
crystal.blackmon@knea.org

Please get in touch with your UniServ Director for additional information about the grant process, or:

Lindsay Buck,
KNEA Secretary-Treasurer
& Strategic Focus Grant Committee Chair
lindsay.buck@knea.org

OR

Crystal Blackmon,
KNEA Exec Confidential Assistant to the KNEA President
715 SW 10th Ave | Topeka, KS 66612
crystal.blackmon@knea.org

PURPOSE: The Kansas NEA budget provides grants to groups within the Association working to further our strategic focus as identified in the KNEA Operational Plan. The funds are not intended for routine programs but for new and innovative strategic activities that groups *cannot fund independently*. Generally, activities are planned and approved before they occur.

KNEA Priorities

- Building Stronger Locals
- Legislative Priorities
- Public Advocacy/Image
- Classroom/Workplace Support
- Leader Identification/Development
- Recruitment and Retention of Members

ELIGIBILITY: Locals, UniServ districts, committees, or consortiums of two or more membership units are eligible to apply for grants addressing KNEA's priorities. Programs that already receive funding from KNEA in other areas of the budget should utilize those other line items as their primary source for project funding and use grants to provide additional resources for projects that exceed already funded amounts (e.g., Political Action may utilize KPAC funding for some projects, **UniServ districts should utilize their Program and Training budget before requesting grant funding**).

AVAILABLE FUNDING: There is **\$9,000** budgeted for **2021-2022** Strategic Focus Grants. Any amount leftover from the previous year will carry over, adding to the amount available. These funds are allocated for the year and serve all locals, committees, and UniServs. The desire to serve several varied groups places constraints on the total funds available for any one project.

APPLICATION PROCESS: Complete an application following the guidelines provided with this overview. Grants may be submitted at any time, via mail or e-mail. The selection committee meets to review proposals received. Applicants will be informed of the status of their applications within two weeks of the selection meeting at which it is considered. Groups may appeal decisions of the selection committee to the KNEA Executive Director in writing within 30 days of notification of the grant's response.

GRANT PROPOSAL SUBMISSION DEADLINES		BOARD ACTION IN RESPONSE TO COMMITTEE RECOMMENDATION
JULY 9, 2021		JULY 23, 2021
SEPTEMBER 17, 2021		OCTOBER 2, 2021
NOVEMBER 22, 2021		DECEMBER 11, 2021
FEBRUARY 18, 2022		MARCH 5, 2022
APRIL 8, 2022		APRIL 22, 2022
MAY 20, 2022		JUNE 4, 2022
JULY 11, 2022		JULY 23, 2022

STRATEGIC FOCUS GRANT APPLICATION GUIDELINES

Applications **must** include the following to be considered:

- I. COVER INFORMATION:** Complete the basic application cover providing all requested information, including a brief description of the proposal.
- II. PURPOSE OF PROJECT:** Describe how the project addresses one or more of the target areas of the KNEA Strategic Focus.
- III. OUTCOMES:** Explain what the desired results will be if the project is successful.
- IV. PLAN OF IMPLEMENTATION:** Explain the activities to be performed, projected timelines, and persons responsible for the activities.
- V. EVALUATION PLAN:** Outline the method to evaluate how well the project achieved its goals and objectives and report those results to KNEA for possible replication.
- VI. BUDGET:** Provide a detailed budget explanation with appropriate information to understand how the funds' usage. **The DETAILED budget statement must include each activity/item to be funded, the cost of each activity/item, and the total amount requested.**
- VII. REIMBURSEMENT:** Expenses are reimbursed after they are incurred. Itemized receipts should be attached to a completed reimbursement request and submitted with a completed evaluation. **Send completed paperwork to the Office of the KNEA President.**

If a significant expense is incurred before the activity is completed, submit that partial expense for payment and submit the rest later. All receipts and evaluations are due within one year of the grant award. Vouchered expenses should reflect the approved budget; additional funds can not be spent in another area if one area is underspent.

BUDGET GUIDELINES:

- Generally, funding for a meal will be no more than \$10.00 per person.
- Any event involving costs per attendee (such as meals) should include an RSVP so accurate planning, and purchasing can occur.
- Funding for awards or awards programs is not likely to be approved.
- Funding or stipends for association members is not likely to be approved
- Funding for free or reduced memberships for current or potential members, including student members, is not expected to be approved.
- Funding for a substitute for release time will be considered.
- Funding is granted for one year. If funding for a second year is needed then, a new application should be submitted. If the activity continues beyond that, the committee advises finding another source; funding for a third year is unusual.

GRANT PROPOSAL FAQ

These "Ideas and Hints" are not intended to stifle creativity but may serve to trigger additional ideas. They also provide some insight into the kinds of activities typically accepted or not accepted for funding. Some of the approved proposals included these characteristics or elements:

- Professional development sessions provided by KNEA staff/leaders on key public education issues in Kansas
- Community engagement activities:
 - Providing information to the community about specific excellent local programs
 - Highlighting outstanding educators in local media
 - Involving a chamber of commerce in promoting public schools
 - Meeting with other stakeholders about critical issues
 - Community service projects
- Professional development about "National Board Certification for Teachers."
- Professional development with a workshop training session for student teachers
- Providing KNEA workshops or training such as "I Can Do It" for members
- Investigation of evaluation systems – good and bad elements
- Early literacy projects
- Negotiations:
 - Bargaining training about evaluation systems – good and bad elements
 - Strategies to keep public and local members informed during a difficult bargaining process
- Training in the area of member rights from liability to grievances and what locals and UniServs can and should provide in member rights cases
- Membership Recruitment, Retention, and Engagement
- Home visits with new educators
- Providing training for colleague-membership recruiters to share the KNEA message
- Extensive one-on-one contacts between recruiters & potential members
- Follow-up recruitment contacts beyond a single one-on-one contact
- Providing a "buddy system" for each new hire with a current member
- Student membership projects in which a current member acts as a mentor
- Local leadership development training sessions within a UniServ
- Student Membership project in conjunction with a local association

SOME REQUESTS GENERALLY NOT FUNDED INCLUDE

- Proposals from individuals or groups outside of KNEA
- Proposals for events or projects that have already taken place
- Student-centered or class-centered projects with no local association involvement
- Membership projects which did not seem to include personal contacts
- Targeting a local by a UniServ without apparent local involvement
- Grants involving only niceties Political action proposals when appropriate KPAC funds have not yet been expended

KANSAS NEA STRATEGIC FOCUS GRANT

I. COVER INFORMATION:

GRANT PROJECT TITLE/NAME:

AMOUNT OF GRANT REQUEST: \$

ORGANIZATION/APPLICANT(S):

CONTACT PERSON'S NAME/PHONE:

CONTACT PERSON'S E-MAIL:

DATES COVERED BY THIS PROPOSAL:

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE PROPOSAL:

II. PURPOSE OF PROJECT: (Describe how the project addresses one or more of the target areas of the KNEA Strategic Focus)

III. OUTCOMES: (Explain what the desired results will be if the project is successful.)

IV. PLAN OF IMPLEMENTATION: (Explain the activities, projected timelines, and persons responsible for the activities.)

V. EVALUATION PLAN: (Outline the method to evaluate how well the project achieved its goals and objectives and how those results will be reported to KNEA for possible replication.)

VI. BUDGET: (provide a detailed budget explanation with appropriate information for a clear understanding of how funds will be used. THE DETAILED BUDGET STATEMENT MUST INCLUDE EACH ACTIVITY/ITEM TO BE FUNDED, THE COST OF EACH ACTIVITY/ITEM AND THE TOTAL AMOUNT REQUESTED.)

KANSAS NEA STRATEGIC FOCUS GRANT REIMBURSEMENT REQUEST & EVALUATION FORM

INSTRUCTIONS:

- + **Please note the evaluation due date printed in bold text in your award letter.** This report is due on or before that date. Evaluation is an integral part of the grant process necessary for KNEA records and assists the KNEA Strategic Focus Grant Committee in understanding organizations' experiences better and informing our grantmaking at an aggregate level in various priority areas. The committee hopes to learn with and from organizations, recognize that projects often turn out differently than planned, and believe that as much can be learned from challenges as successes.

- + If you choose to complete your evaluation on a separate sheet, please answer all of the questions in the order listed, utilizing the heading provided. For your convenience, this form is also accessible on the KNEA website.

- + Expenses are reimbursed after they are incurred. An evaluation and itemized receipts must accompany all requests for reimbursement, with all documentation submitted to the attention of Crystal Blackmon, KNEA Executive Assistant, 715 SW 10th Avenue, Topeka, KS 66612-1686.

** To adhere to KNEA policy (*expenses MUST be submitted within 30 days of expenditure*); expenses incurred before a project/program is completed should be submitted for payment on an interim basis, with final costs submitted at project completion. Vouchered expenses should reflect the approved budget; if one area is underspent, that doesn't mean additional funds can be spent in another area. All receipts and final evaluations are due one year from the award date.

GRANT PROJECT TITLE/NAME: _____

AMOUNT OF GRANT: \$ _____ AMOUNT OF REQUESTED REIMBURSEMENT \$ _____

ORGANIZATION/APPLICANT(S): _____

CONTACT PERSON'S NAME/PHONE # _____ E-MAIL _____

DATES COVERED BY THIS REPORT: from _____ to _____

PLEASE INDICATE WHETHER THIS IS AN: INTERIM REPORT or FINAL REPORT

NARRATIVE

Describe the project/program and location where the grant funds were used, including participants present, activities completed, supplies/equipment purchased, staff involved, and any other concrete information regarding this grant.

RESULTS

Utilizing the goals and objectives outlined in your original proposal, briefly summarize specific quantitative and qualitative results of each of the stated goals and objectives. If available, please include any relevant outcome data, significant accomplishments, success stories, knowledge gained, and/or lessons learned.

What difference did this grant make in the community and/or members you were serving?

If the variance from the original project occurred, explain how the actual project varied from your initial plans and why.

Describe any unexpected benefits or challenges encountered with this project.