



KANSAS NATIONAL EDUCATION ASSOCIATION 2022-2023 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
KNEA President and KNEA Vice President
715 SW 10th Avenue | Topeka, KS 66612-1686
crystal.blackmon@knea.org

785-232-8271

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

Lindsay Buck, KNEA Secretary-Treasurer & Strategic Focus Grant Committee Chair lindsay.buck@knea.org	OR	Kimberly Howard, KNEA Vice President kimberly.howard@knea.org
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PURPOSE: The Kansas NEA budget provides grants to groups within the Association working to further our KNEA priorities 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
- Recruitment and Retention of Members
- Legislative Priorities
- Public Advocacy/Image
- Classroom/Workplace Support
- Leader Identification/Development

Core Values

- Equal Opportunity
- A Just Society
- Democracy
- Professionalism
- Partnership
- Collective Action

ELIGIBILITY: Locals, UniServ Districts, or two or more locals 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 (**UniServ districts should utilize their Program and Training budget before requesting grant funding**).

AVAILABLE FUNDING: \$9,000 is budgeted for 2022-2023 Strategic Focus Grants. Any amount left over from the previous year will carry over, adding to the amount available. These funds are allocated for the year and serve all locals and UniServs. The desire to serve varied groups may place constraints on the total funds available for any one project or limit the number of projects per local or Uniserv.

APPLICATION PROCESS: Complete an application following the guidelines provided in 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 the selection committee's decisions to the KNEA Executive Director in writing within 30 days of notification of the grant's response.

2022-2023 KNEA STRATEGIC FOCUS GRANT
SUBMISSION | ACTION DEADLINES

GRANT PROPOSAL SUBMISSION DEADLINES		BOARD ACTION IN RESPONSE TO COMMITTEE RECOMMENDATION
JULY 11, 2022		JULY 23, 2022
SEPTEMBER 16, 2022		OCTOBER 1, 2022
NOVEMBER 21, 2022		DECEMBER 10, 2022
FEBRUARY 10, 2023		FEBRUARY 25, 2023
APRIL 7, 2023		APRIL 21, 2023
MAY 26, 2023		JUNE 3, 2023
JULY 7, 2023		JULY 21, 2023

STRATEGIC FOCUS GRANT APPLICATION GUIDELINES

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

1. **COVER INFORMATION:** Complete the basic application cover providing all requested information, including a brief proposal description.
2. **PURPOSE OF PROJECT:** Describe how the project addresses one or more KNEA priorities.
3. **OUTCOMES:** Explain the desired results for the project to be deemed successful.
4. **PLAN OF IMPLEMENTATION:** Explain the activities to be performed, projected timelines, and persons responsible for the activities.
5. **EVALUATION PLAN:** Outline the method to evaluate how well the project achieved its goals and objectives. Report those results for possible replication on the evaluation form.
6. **BUDGET:** Provide a detailed budget explanation with appropriate information to understand how the 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.**
7. **REIMBURSEMENT:**

Expenses are reimbursed after they are incurred (expenses MUST be submitted within 30 days of expenditure). An evaluation and itemized receipts must accompany all requests for reimbursement. If requesting payment on an interim basis, an interim report must be submitted along with the receipts. All receipts and evaluations are due within one year of the grant award. Submit all documentation to the attention of Crystal Blackmon, KNEA Executive Assistant: 715 SW 10th Avenue, Topeka, KS 66612-1686, crystal.blackmon@knea.org, or faxed to 785-232-6012.

BUDGET GUIDELINES:

- Generally, funding for a meal will be no more than \$15.00 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, will not be approved.
- Funding for a substitute for release time will be considered.
- If an applicant needs assistance with up-front costs, please contact Lindsay Buck, Chair of the Strategic Focus Grant Committee.
- Funding is granted for one year. If the Uniserv or local would like to continue the project into a second year, or it becomes an ongoing project, the Uniserv or local would then need to budget for it in their Uniserv or local budget.

Previous Strategic Focus Grants

ANW Educators Association - This project aims to educate and promote the involvement of the members and prospective members of the ANW Educators Association. We want to create a program to reach new employees and help them relocate to the area, understand the processes of ANW Coop, understand the current Negotiated agreement, and mostly, have someone to serve one on one as a mentor to them they begin their career with ANW. We want to promote ANW-EA as a positive and active association by offering opportunities multiple times a year for staff to participate in a community service project within our local communities. Incorporating other organizations such as Girl Scouts, 4-H, and Student Councils will help to show unity between us as an association and the communities. ANW Coop provides services to 5 counties and 8 school districts; therefore, distance has always been an obstacle to unifying us. Forming connections between members is one way I hope to overcome that obstacle.

Great Bend NEA - We will be hosting a "Poker Run." Starting in a local park, the participants will pick up an entry form and travel to 5 different schools for a playing card. The best Poker Hand will win! At each stop, they will be given information about our organization and the benefits of membership from a team of members. At the end of the "Poker Run," participants will return to the park for a hot dog meal and an optional social / question-answer session. We will use the entry forms to follow up with potential members.

Walnut Valley - The KNEA Pyramid of Power provides a rubric for determining a local's level of effectiveness. Level up Walnut Valley seeks to provide locals with specific action steps to correlate with the KNEA-defined outcomes of each level. Level-up Walnut Valley will be available to 50% of WV locals with guidance and incentives to move up one level of the KNEA Pyramid of Power. Incentives will be directly tied to each level, providing locals with resources to help them take the next step. This project is intended to inform local leaders more deeply about how to achieve pyramid of power outcomes for locals while motivating them with incentives that will strengthen their local presence and state-level KNEA involvement.

NEA-KCK - As the local Association was planning to recruit new members and how to recognize our members throughout the year in an age of the Pandemic. We realized that our usual plans would not be as effective this new year. It was brought to our attention that one Uniserv was creating facemasks for their Uniserv and offering the services to others. We determined that we could use this for members' recognition and use it to welcome new members. The facemask would be reusable and easily washed in normal wash cycles. It would have the KNEA emblem to help people see who's a member in their buildings. Also, in a time of high stress, even little tokens of appreciation are welcomed and can help to improve a person's day.

Lawrence Education Association - This project aims to get the LEA brand and information in front of members in a very visible way through several means: 1. We want each building to have an LEA-specific bulletin board where LEA/KNEA/NEA flyers, resources, updates, and information can be posted. Currently, not every building has a designated space for LEA information, and some have to share small bulletin boards with other district-required forms (such as OSHA, workman's comp info, etc.). We want to have a spot where staff members know they can find association information and a place our Building Reps know won't be crowded out by other district flyers and postings. 2. We want to provide every member with an LEA lanyard with our logo and the logos of KNEA and NEA. We want to help communicate the message that when you join LEA, you become a member of the largest labor union in the state and the nation. Lanyards are also a visible way to show potential members how many of their colleagues are members and might help with recruitment efforts. 3. We would like a button-maker to make our LEA buttons for tabling at events, new hire/recruitment events, and teacher appreciation events.

Hill City NEA - A new awareness of social-emotional supports and trauma-informed care has made student peace corners a ubiquitous part of the modern classroom. However, classroom peace corners fail to recognize teachers' needs for a safe, calming space to refocus and de-stress. We request \$1500 to create a teacher peace corner in our faculty workroom to allow teachers a soothing, tranquil area for their mental and emotional needs.

KANSAS NEA STRATEGIC FOCUS GRANT

1. COVER INFORMATION:

GRANT PROJECT TITLE/NAME:

AMOUNT OF GRANT REQUEST: \$

LOCAL ASSOCIATION(S)/UNISERV :

IS YOUR LOCAL ASSOCIATION/UNISERV AWARE YOU ARE PRESENTING THIS PROPOSAL:

CONTACT PERSON'S NAME/PHONE:

CONTACT PERSON'S E-MAIL:

DATES COVERED BY THIS PROPOSAL:

PLEASE PROVIDE A DESCRIPTION OF THE PROPOSAL:

2. **PURPOSE OF PROJECT:** (Describe how the project addresses one or more of the target areas of the KNEA Strategic Focus)
3. **OUTCOMES:** (Explain the desired results for the project to be deemed successful).
4. **PLAN OF IMPLEMENTATION:** (Explain the activities, projected timelines, and persons responsible for the activities.)
5. **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.)
6. **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.

- + Expenses are reimbursed after they are incurred. An evaluation and itemized receipts must accompany all requests for reimbursement. If requesting payment on an interim basis, an interim report must be submitted along with the receipts. All documentation should be submitted to the attention of Crystal Blackmon, KNEA Executive Assistant: 715 SW 10th Avenue, Topeka, KS 66612-1686, crystal.blackmon@knea.org, or faxed to 785-232-6012.

** 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 no later than one year from the award date. An evaluation is required before awarding any further Strategic Focus Grants.

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. 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.