



# Kansas National Education Association 2023-2024 Strategic Focus Grant Application

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

Completed applications must be submitted to:

Jo Boswell | Executive Confidential Assistant  
 KNEA President and KNEA Vice President  
 715 SW 10th Avenue | Topeka, KS 66612-1686  
[jo.boswell@knea.org](mailto:jo.boswell@knea.org)  
 785-232-8271

2023-2024 KNEA STRATEGIC FOCUS GRANT TIME LINE	
<i>Application Due</i>	<i>KNEA Board of Directors Meeting</i>
September 15, 2023	September 30, 2023
November 27, 2023	December 9, 2023
February 9, 2024	February 24, 2024
March 22, 2024	April 5, 2024
May 26, 2024	June 8, 2024

Please get in contact your UniServ Director for additional information about the grant process, or one of the following KNEA Statewide Leaders:

**Jonathan Eshnaur**  
 KNEA Secretary-Treasurer  
 KNEA Strategic Focucs Grant Chair  
[Jonathan.Eshnaur@knea.org](mailto:Jonathan.Eshnaur@knea.org)

**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 that are grounded in our core values. The funds are not for routine programs but for new and innovative strategic activities that support KNEA’s Strategic Focus and Priorities that groups *cannot fund independently*. Generally, activities are planned and approved before they occur.

<b>KNEA Strategic Foci:</b>	
<ul style="list-style-type: none"> <li>• Developing and Supporting Strong Local Associations Leadership Teams</li> <li>• Educator Recruitment &amp; Retention</li> </ul>	
<b>KNEA Priorities</b>	<b>Core Values</b>
<ul style="list-style-type: none"> <li>• Recruitment and Retention</li> <li>• Building Strong Locals</li> <li>• Leadership Identification and Development</li> <li>• Legislative Priorities</li> <li>• Public Advocacy and Image</li> <li>• Classroom and Workplace Support</li> <li>• A Just Society</li> </ul>	<ul style="list-style-type: none"> <li>• Equal Opportunity</li> <li>• A Just Society</li> <li>• Democracy</li> <li>• Professionalism</li> <li>• Partnership</li> </ul>

**ELIGIBILITY:** KNEA local(s) or KNEA UniServ Districts may\* apply for a grant that address KNEA's strategic foci and priorities. The grant should be centered around:

- 1) New projects that cannot be accomplished within a local or UniServ's current budget
- 2) Projects that cannot be accomplished with existing resources of a local or UniServ

*\*UniServs should use their Program and Training funding first before submitting an application.*

**FUNDING:** KNEA Board of Directors has budgeted **\$9,000** for **2023-24** membership year. 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 KNEA. The desire to serve several varied groups may place constraints on the total funds available for any one project or limit the number of projects per local or Uniserv.

**PROCESS:**

- 1) Submit a completed application following the guidelines provided via email at any time via email
- 2) The selection committee meets to review proposals. Applicants will be informed of the status of their applications within two weeks the KNEA Board of Directors Meeting after the submission of the application via email
- 3) If a grant is denied, an appeal of the decisions can be made to the KNEA Executive Director in writing within 30 calendar days of notification.

**BUDGET GUIDELINES:** The following are the guidelines that the committee will follow when considering funding:

- Events with a cost per attendee, must include an RSVP. Meals will only be reimbursed at \$15 per person.
- Awards or award programs are not likely to be approved.
- Stipends for Association members is not likely to be approved
- Funding for a substitute for release time will be considered. Free or reduced memberships for current or potential members, including student members, will not be approved

## STRATEGIC FOCUS GRANT DIRECTIONS

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 KNEA Strategic Foci or Priorities, current engagement by the local/UniServ governance in the development and implantation of the grant and how the grant cannot be funded with current funds of the local/UniServ.
- III. GOALS & OUTCOMES:** Explain the desired results for the project to be deemed successful to reach your goals.
- IV. PLAN OF IMPLEMENTATION:** Explain strategies (strategy is the action plan that takes you where you want to go) , and tatics (individual steps and actions that will get you there), and timeline to reach your outcomes/goals.
- V. 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.
- VI. 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.**
- VII. 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. All documentation should be submitted to the attention of Jo Boswell, KNEA Executive Assistant: 715 SW 10th Avenue, Topeka, KS 66612-1686, [Jo.Boswell@knea.org](mailto:Jo.Boswell@knea.org) , or faxed to 785-232-6012. Email is preferred.
  - If an applicant needs assistance with up-front costs, please contact Jonathan Eshnaur, 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.

## STRATEGIC FOCUS GRANT EXAMPLARS

**ANW Educators Association** - The purpose of this project is to educate and promote involvement of the members and prospective members of ANW Educators Association. We want to create a program to reach new employees and help them with re-locating to the area, understanding the processes of ANW Coop, understanding the current Negotiated agreement and mostly, having someone to serve one on one as a mentor to them as 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 in 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 then will 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 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 more deeply inform local leaders of 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 through the year in an age of the Pandemic. We realized that our usual plans would not be as effective in this new year. It was brought to our attention that one Uniserv was creating facemasks for their Uniserv and offering the services for 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 on it to help people see who's a member in their buildings. Also in a time of high stress, even little tokens of appreciation is welcomed and can help to improve a person's day.

**Lawrence Education Association** - The purpose of this project is 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 its own 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 OSIIA, 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 that has 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 in 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 to have a button-maker so that we can make our own 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 led to student peace corners becoming 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 are requesting \$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 APPLICATION TEMPLATE

**I. 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:

**II. PURPOSE OF PROJECT:** (Describe how the project addresses one or more of the KNEA Strategic Foci or Priorities, current engagement by the local/UniServ governance in the development and implantation of the grant and how the grant cannot be funded with current funds of the local/UniSer)

**III. GOALS & OUTCOMES:** (Explain the desired results for the project to be deemed successful).

**IV. PLAN OF IMPLEMENTATION:**

- Explain the strategies (strategy is the action plan that takes you where you want to go)
- Explain the tactics (individual steps and actions that will get you there)
- Provide an timeline to reach your outcomes/goals

**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.**)

<b>Example: Proposed Budget</b>		
<b>Activity/Item</b>	<b>Cost of Activity/Item</b>	<b>Explanation of Activity</b>
<b>Total Amount Requested:</b>		

**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 organizations and 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 supplemental page, please answer all 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, and completed KNEA Voucher. All documentation should be submitted to the attention of Jo Boswell KNEA Executive Assistant: 715 SW 10th Avenue, Topeka, KS 66612-1686, jo.boswell@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, additional funds cannot 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 prior to 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 SELECT ONE  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.

