

## **NCOEA GRANT PROGRAM**

The NCOEA Grant Program was created to build strong and effective locals. The program makes grants available to all local NCOEA locals; large, small or a cluster of locals. To be eligible for a grant, the local must provide a statement of how its program will strengthen the Association at the local, state, and/or national level.

### **Grant Requirements:**

A few general caveats are in order relative to all grants:

- Total grant amounts are subject to the NCOEA budget amounts to be determined on an annual basis.
- Definitions of and within each grant are subject to continuous review and revision based upon measures of success and effectiveness, as well as recognition of best practices.
- Locals under individual service agreements are not eligible for grant money.
- The process for paying grant funds shall include procedures for ensuring accountability, including adequate internal controls, accurate bookkeeping, and verification of expenses.

There are also several requirements or preconditions a local must meet in order to qualify for the Grant Program as a local in good standing. These requirements may be waived by the Budget Committee for reasons consistent with NCOEA's Mission, Vision, and Goals.

1. The statement of purpose of the grant proposal will be tied to the stated Mission, Vision, and Goals of the OEA / NCOEA.
2. Delegates of the applying local must attend District and OEA representative assemblies as described in each grant category.
3. A successful FCPE drive must be conducted annually. Success is defined as matching at least state level of members participating for the first year (11%-12%) and demonstrates sustained contributions and works towards continuous improvement.
4. Active participation in the NCOEA program, including participation in the training provided and the NCOEA Rep Assemblies.
5. Strong financial practices are confirmed in local policy and actually practiced; ie bills paid timely, dues remitted timely, fiduciary responsibility fulfilled.
6. Dues for locals involved must generate at least a matching amount of any grant.
7. Grant application is completed and submitted electronically, timely, completely.

The commitment to meet the conditions of the grant is made by the local's governing body.

## NCOEA Grant

The NCOEA annual budget will include funds intended to assist locals to implement one year programs designed to solve problems or address issues that confront them. Grants will be approved on an annual basis via the grant application process. To the extent that funds are dedicated in the NCOEA budget or this line item, such grants will be awarded to those affiliates that meet the following conditions.

Who is eligible?

- Any local, or group of locals of the NCOEA
- Any local or cluster of locals that have not applied for either an Effective Local Grant or a Two Year Special Grant through OEA.

What is the amount available for this grant?

- An amount established by the Budget committee on an annual basis.
- Amounts will be divided on a per member basis if there are multiple applicants.

What is the purpose of this grant?

- To address / resolve specific problems within the local, for example:
  - Improve the effectiveness of a local
  - Increase number of members and / or the participation level of the members within the local
  - Identify, encourage and train local leaders
  - Promote public education
  - Provide political awareness training

This grant may NOT be used for the following

- Any release time
- Office equipment or supplies
- Website or webmasters
- Alcoholic beverages
- Stipends

How does a local apply for this grant?

- Submits the completed application with an action plan by the designated deadline.
- The action plan must describe how the proposed use of the NCOEA funds is linked to and will advance the local's mission and goals that
  1. Describes the problem or issue the grant would address

2. Explains how/why the issue creates a problem for the local
3. Describes how/why the action is expected to improve the situation and remote the effectiveness of the local
4. Identifies the items/ activities for which the funds will be expended
5. Provides a timeline and persons responsible for the execution of the plan
6. Describes specific objectives of the program and
7. Outlines specific measurements for assessing the success of the program.

Other conditions that the local submit meet, in order for NCOEA to issue grant funds are:

- Submits a six-month narrative review to the NCOEA
- Submits a year end evaluation to the NCOEA, assessing the success of the program/initiative against the agreed assessment standards;
- Submits an itemized breakdown where the funding dollars were used and the receipts for the expenses. When gift cards are used, the list of members who receive the gift cards must be included with that receipt.

Grants must be submitted to:  
NCOEA c/o Becky Cashell  
295 Chapman Way  
Lexington OH 44904  
[ncoeabecky@gmail.com](mailto:ncoeabecky@gmail.com)