"NEA's Read Across America" Event Grant FAQs
Completing your Grant Application

The program will request the following information for your Read Across America (RAA) event grant proposal:

Applicant ID/Password
You will be required to create an NEA **Applicant ID** and **Password** if you are applying for the first time. To create a new NEA Applicant ID and Password, click the **New Applicant?** link under the E-mail input box on the first page of the application and follow instructions. **[If you set up an account for the State Media Grant Program, you are already registered in the system.]**

Affiliate IRS Information **Select from Drop Down Box**
IRS Employee ID Number (EIN), Affiliate Legal Name,
Doing Business As & Tax Registration Date

Affiliate General Information
Mostly will populate upon selection of IRS information. However, you will be required to answer: "Number of Affiliate Members" and "Number of Potential Affiliate Members." **Information NEA is gathering from all grant applicants.**

Local Affiliate Leadership Contact
LOCAL AFFILIATES, you are **required** to provide the local affiliate leader's contact information below. (Only if it applies to you. If not, answer "NO")
STATE AFFILIATES, leadership information (President\Executive Director) is pre-populated by the system, so you may skip this section.

Affiliate Partners
Will you be partnering with other NEA affiliates on this project?

REQUEST INFORMATION **the following questions in this section MUST be answered**
    Request General Information include:
    Submission date,
    Project Title (**You must give your application a Title**);
    $$ Amount Requested (not more than $7,500);
    Grant term (1 year);
    Is your State Affiliate aware of this grant application?
    Geographical Area Served by the grant;
    Primary Contact for grant and their contact info

Request Detail [all required responses]
    Will the project impact the work of staff assigned to your affiliate? If yes, has this been discussed with the manager of the impacted staff?
    What type of staff support and volunteers are available at the local/state level to plan and implement the event or activity?
    How does the proposed event/activity to be funded by NEA RAA event grant fit in the affiliate's overall initiatives?

Describe the proposed event/activity to be funded by the NEA RAA Event Grant and how it will help highlight the RAA theme of "Celebrating a Nation of Diverse Readers."
What is the location of your proposed event(s)/activity?
What Local Associations and School(s) will be involved?
How would you use the proposed activity as a membership organizing opportunity?
Describe the plan for involving parents, community members, partners and others.
Geographical Area Served by the grant? *Select the State or Country that is <u>MOST</u> impacted*
Membership Category(ies) served by the grant?

Strategic Objectives [This information is being collected from all grant programs]
Which one of the NEA Goals is most aligned with the purpose of your grant proposal? [Select from drop down list]
Which one of these ten content areas ("content clusters") best describes the primary focus of your grant proposal?
Select up to five keywords (out of 50) that further describe your grant program content and focus: [Select from drop down list]

Non-Affiliate Partners
Will you be partnering with any non-affiliate organizations on this project? (If not, please answer "NO")

PROJECT BUDGET (Some of the sections do not pertain to the RAA Event Grant Program)
RAA Event Grants may not fund personnel positions or purchase equipment.

Enter your anticipated budget amounts for each budget category. Please note that you will be required to submit <u>ACTUAL SPENDING</u> by budget category via online progress and final reports (**this actual accounting is now expected of the media grant program in both progress and final reports.**).

RESULTS SUMMARY:
Statement of Need, Grant Strategy, Evaluation Plan and Sustainability Plans (Required from all NEA grant programs. Some might not directly translate to the RAA Event Grant Program. We will tweak as we go along.)

NEA QUANTITATIVE METRICS [Provide values for all applicable quantitative metrics below. For those metrics not applicable to your grant request, leave default value of zero (0).] [Several of the questions may not pertain to the RAA Event Grant Program; the defaults response would be zero (0). However, RAA Event Grants are used by many as an organizing activity, so please keep that in mind as you prepare your application and plan your event].
Anticipated # Members Engaged, Recruited, etc., Anticipated # of Shareable Resources Developed;Anticipated # Community Stakeholders Engaged ;Anticipated # Leaders Identified

PROGRAM SPECIFIC QUANTITATIVE METRICS
Anticipated # Facebook Page Followers; Anticipated # Twitter Followers; Anticipated # YouTube Viewers

GRANT SPECIFIC METRICS [Please provide detail for up to five (5) goals specific to this grant request.] **[At least one (1) goal must be entered]**
Goal Description; Measureable Outcome(s); Key Activities; Anticipated Total Engagement; and Engagement Roles and Purposes

Additional information to be included as attachments:

Detailed budget [is required for submission]

*Progress report of most recent previously funded grant(s) [required for submission] [Report Format: Grant Title; date(s) of performance; objectives of grant; Progress on grant—any challenges encounters; what was learned; budget expenditures to date, compared to projected budget; and links to media and or story reporting on events/activity supported by the grant.]

NEA GRANT TERMS (This is now mandatory to ALL NEA grant programs)

1. Approved funds will be provided to the affiliate upon receipt of an invoice on affiliate letterhead.
2. Progress reports are due electronically in the format provided, within 30 days of completion of the event or every six (6) months if you undertake a year-long campaign. This includes budget reports comparing the actual expenses incurred during grant implementation with the original budget. If significant changes are being made, the primary grant contact should contact their assigned NEA liaison.
3. Affiliate leaders will share program development, materials, and key learnings with other affiliates electronically (e.g., virtual events and www.mynea360.org) and/or at appropriate events.
4. Any grant funds received, will be spent by the end of the grant term, in accordance with the proposed goals, program, and budget. NEA reserves the right to request any remaining funds be returned if unused by the end of the term, or if there has been a lack of progress. If the grant term needs to be altered, the affiliate should contact their assigned NEA grant liaison.
5. A staff liaison from NEA will be assigned to each awarded grant. The affiliate grant contact will respond promptly to communications from the NEA liaison.
6. Grantees are expected to promote the grant program and utilize the NEA brand on all communications and materials as part of the approved communications plan.
7. If your grant request is approved, the information provided in this application will constitute the grant agreement between NEA and your affiliate, including all goals, deliverables and proposed outcomes, and budget. NEA reserves the right to request additional clarifications or terms as part of the grant agreement, which will take the form of an addendum and be mutually agreed upon by NEA and your affiliate.