

**Community Outreach Grants
Guidelines and Application
Sponsored by the
Iowa State Education Association**

The Iowa State Education Association announces the availability of funds to encourage members and/or local associations to collaborate and create opportunities for community service or school projects. The funded projects should meet an identified need within the community, be sustainable and help build visible foundations for deeper relationships with students, families and communities.

ISEA's mission is to "promote quality public education by placing students at the center of everything we do while advocating for education professionals."

Guidelines

1. Applicants must demonstrate that their proposal is a school, local association or community project with potential partners that could include: a school building, school district, and/or community-based entity. (i.e. church, mosque, synagogue, boys/girls club, chamber of commerce, trade union, community organization, League of Women Voters, Farm Bureau, FFA, shelter, not for profit agency, sorority, fraternity, other entity, etc.)
2. Applications must be submitted in written form. Each applicant must provide the information identified below. (See the "Application Information" section for more submission information.)
 - An explanation of the proposal including its importance to the community/partners and who will benefit from the grant.
 - Roles and responsibilities for applicants and the partnering entity. Information should include a budget, timeline and activities proposed.
3. You may incorporate statements of support in your application from colleagues, parents, community members or students.
4. Explain how your project will incorporate social media, how it will be publicized and whether you need assistance from ISEA Communications staff in doing so. (including, but not limited to, posting a video to YouTube, creating a Face book page, posting on Pinterest, etc.)
5. Once your proposal is submitted, you will receive a confirmation email. The ISEA will review all proposals in early December. If your proposal is approved for funding, the ISEA will assign a primary contact person to help support you during implementation. The ISEA will notify your local president, UniServ Unit president and UniServ Director about your proposal.
7. Once grant recipients have been selected, the following opportunities related to project implementation will be further explained by your ISEA contact person.
 - Participate in presentations with other grant recipients.
 - Submit a final summary following project completion, including details of the project's impact and any receipts for expenditures.

- It is the responsibility of the recipient of the grant to collect data relevant to the project. For example: How many students were serviced, the number of teachers and/or ESPs involved, the number of community members serviced, etc.
- 8. Grant funds cannot be used to pay salaries or to purchase equipment.
- 9. Only one application may be submitted per project.
- 10. No elected officer of ISEA or member of the ISEA Executive Board may apply.
- 11. If funds are available, a second round of applications may be accepted in January.

Application information is available on the ISEA website at www.isea.org. For questions about the application process, please contact Jean Hessburg at jhessburg@isea.org.

Deadlines:

Fall 2016 Proposal: 5 p.m. on Friday, October 14, 2016

Spring 2017 Proposals: 5pm on Friday, February 24, 2017.

Please send your proposal to:

ISEA Community Grant Application

Jean Hessburg

777 Third Street

Des Moines, IA 50309.

Electronic applications may be submitted via email to jhessburg@isea.org

Deadlines and Notifications

Applications Received by: October 14, 2016 & February 24, 2017

Duration: Grants will fund activities that should be completed no later than Aug. 15, 2017.

Application Information

Application

Primary Contact Name:

Address:

School:

School District:

Email:

Cell Phone:

Home Phone:

School Phone:

School Email:

From the listing above, please indicate how you prefer to be contacted _____.

Local Association:

Local Association Address:

Local Association Treasurer (*any award check will be distributed to the Local Association Treasurer*):

Goals: The project will be measured according to the following criteria:

- 25% Identification of needs of community that will be met as a result of the project.
- 25% Impact on the community--describe how you think your project will help meet those needs you described above.
- 25% Involvement—of educators and others such as parents, community members, etc.
- 25% Extent to which the project builds community relationships.

Description: Provide a summary/rationale of *no more* than 500 words describing your proposed project. Please be very specific.

Partner: Provide the name of the school and/or community partner(s) and a short statement as to why you selected this entity as your partner(s).

Sustainability: Describe how you believe this project or partnership will be sustained beyond the grant period and/or how it provides a model that can be used by other educators or communities.

Budget: Provide an estimated budget for the proposed work. Your request could total \$500 or less.

Timeline: Provide a specific timeline of activities.

Activities: Describe the activities and how the activities will engage the community and students.

Publicity:

- a. Describe how you will incorporate social media technology in your proposal.
- b. Report out/seek publicity about what you're planning, doing and why.

Identify any additional support (money, donations of resources and/or time) that will be provided by other sources, including those provided by your school/district/college, your local association or UniServ Unit. ISEA suggests that your budget be as cost-efficient as possible.

Please provide your name below and the date you submitted your proposal.

Name

Date