

**ISEA 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 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 applicant, local association and the partnering entity. Information should include a budget, timeline and activities proposed.
3. You may incorporate statements of support in your application.
4. Explain how your proposed project will incorporate social media and other ways it will be publicized.
5. Once your proposal is submitted, you will receive a confirmation email. The ISEA will review all proposals within 30 days from the application deadline. If your proposal is approved for grant funding, the ISEA will notify your local president, local treasurer, ISEA Executive Board member from your UniServ Unit and UniServ Director about your proposal.
7. If you receive grant funding, the following applies:
 - You may be asked to participate in presentations with other grant recipients.
 - You are required to submit a final summary of your project; 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 if 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 grant cycle.
10. No elected officer of ISEA or member of the ISEA Executive Board may apply.



Application information

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

Partner: Provide the name of the school, school district and 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 project. Your request could total \$500 or less. 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.

Timeline: Provide a specific timeline of activities.

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

Publicity: Describe how you will incorporate social media technology, media & other publicity in your proposal.

Grant Application Data Sheet: Be sure to include with your application (see page 3).

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
- 25% Involvement of educators and others such as parents, community members, etc.
- 25% Extent to which the project builds community relationships.

Deadlines:

Fall 2018 Grant: Applications due by 5 p.m. on Monday, October 15, 2018.

Spring 2019 Grant: Applications due by 5 p.m. on Friday, February 15, 2019.

Please mail your Grant Application & Data Sheet to:

ISEA
Community Outreach Grant
777 Third Street
Des Moines, IA 50309

Scanned proposal applications may be submitted via email to kknights@isea.org and jhessburg@isea.org.

For questions about the grant application process, please contact Jean Hessburg at jhessburg@isea.org.

Grant Application Data Sheet

Applicant name:

Address:

Home Email:

Cell Phone:

School:

School District:

Local Association:

Local Association Treasurer:

(Any grant funding will be distributed to the Local Association via the Treasurer)

Project name:

Community Partner(s):

Grant application submission is an acknowledgement of the guidelines of the ISEA Community Outreach Grant program.

Signature:

Date: