



## Public Relations Mini-Grants

# NEOEA Mini-Grants Fund Local Public Relations Activities

Free money for your members! Sounds too good to be true, doesn't it? Well, in this case, it's good, *and* it's true! The North Eastern Ohio Education Association invites you and your local association to receive some of your NEOEA dues dollars back in the form of the annual NEOEA PR Mini-Grant.

NEOEA's Public Relations Committee budget sets aside \$12,500 to provide grants of up to \$250 to local associations. Your local association may use one of these grants for a public relations project that will promote a positive image of your association within your community. Grants are awarded based on the public relations benefit to the community and/or the association demonstrated in the application. *Please be sure the primary purpose of the funding is to provide exposure for your association outside the school and in the community.*

Why not take advantage of this opportunity to enhance the image of your local association within your community? To do so, complete the simple, one-page grant application provided. Your application must be postmarked by **December 1, 2013 (PLEASE NOTE NEW DATE!)**, and must bear at least two signatures from among those of your local president, PR chairperson, or treasurer. E-mail applications received by the due date will also be accepted if accompanied by e-mails from at least two of the signers listed on the application form. Recipients of the grant will be informed by the end of January 2014.

Local affiliates which send at least one delegate to the fall NEOEA Representative Assembly may apply for a second grant involving an additional public relations activity.

**Proof of completion of activity is required, such as a program, photo, news article, receipt, etc., and must be sent to the NEOEA office by December 1, 2014. Eligibility for future grants is dependent upon the provision of proof.**

The number of grants actually awarded is affected by the number of qualifying applications received. NEOEA cannot guarantee that all qualified applicants will receive grants.

***Please note: Grants are not awarded to purchase equipment or supplies normally used by local associations to conduct routine business, to fund student or staff scholarships, to purchase instructional materials, or to reimburse costs of internal activities.***

# NEOEA PUBLIC RELATIONS COMMITTEE

## MINI-GRANT APPLICATION

The NEOEA Public Relations Committee has made available \$12,500 from its budget for the 2013-14 school year to provide grants up to \$250 to local associations for a public relations project they feel will promote a positive image of their association within their community.

The local association must submit this completed application to the Public Relations Committee outlining their need and purpose. Applications will be accepted until **December 1, 2013 (please note new date)**. *Applications received after the deadline will not be considered.* Recipients of the grant will be informed by the end of January 2014.

Date: \_\_\_\_\_

School district/employer: \_\_\_\_\_

Local association: \_\_\_\_\_

Applicant's name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Title of project: \_\_\_\_\_

Date of project implementation/completion: \_\_\_\_\_

Total funds requested: \_\_\_\_\_

Description of project and activities: \_\_\_\_\_

Explain how this project will enhance the image of your local, NEOEA, and/or public education<sup>1</sup>: \_\_\_\_\_

Where and how will the name(s) of your local and/or NEOEA be identified? \_\_\_\_\_

Budget summary – please list materials and prices for this project: \_\_\_\_\_

Please provide a one-sentence description of your project that could be used afterward to describe it: \_\_\_\_\_

Local president's signature: \_\_\_\_\_

PR chairperson's signature: \_\_\_\_\_

Association treasurer's signature: \_\_\_\_\_

<b>Two must sign.</b>
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Mail to: NEOEA, PR Mini-Grant, 5422 East 96<sup>th</sup> Street, Suite 200, Garfield Heights, OH 44125-5330 OR fax to: 216/518-0202 OR email to: [desk@neoea.org](mailto:desk@neoea.org). Receipt of application will be acknowledged. **Questions:** Please call us at 216/518-0200 or 800/354-6794.

For a Word-fillable form, go to [www.neoea.org/PRminigrant.rtf](http://www.neoea.org/PRminigrant.rtf).

**Please note:** Grants are not awarded to purchase equipment or supplies normally used by local associations to conduct routine business, to fund student or staff scholarships, to purchase instructional materials, or to reimburse costs of internal activities. **The decision of the committee is final.**

<sup>1</sup> Attach additional sheets as necessary to provide more detail.