INSTRUCTIONS FOR
CENTER FOR RACIAL & SOCIAL JUSTICE
COMMUNITY ADVOCACY AND PARTNERSHIP ENGAGEMENT (CAPE)
GRANT APPLICATION PROCESS

General Notes:
- At any time you may save your progress in the grant application by clicking "Save and Finish Later" located at the bottom of each page of the application.
- If a particular field doesn't apply to your affiliate or grant project please mention N/A in the space provided.

Detailed Instructions:
- On the first page once you click the application link, you must register in the system to create you a user profile.
    - After you create your username and password, please login with your credentials.
    - The next screen will prompt you to enter your State Affiliate/Local Affiliate EIN number (Tax ID Number). Please use the links provided on this page to help locate your specific EIN number.
        - Please use a Local Affiliate EIN Number if you are applying as a Local Affiliate
        - Please use a State Affiliate EIN Number if you are applying as a State Affiliate
    - Once you have inserted an applicable EIN number please click "OK"

- You are now directed to the CAPE Grant Application first page of questions.
    - Please fill out every field labeled with a red asterisk.
    - In the section labeled "Affiliate General Information" this pertains to the information of the applying affiliate. Please fill in the information of the person who is applying for the grant.
    - In the section labeled "Local Affiliate Leadership Contact" only fill out this section if you are applying as a local affiliate. Please do not fill out this portion if you are a State Affiliate.
    - In the section labeled "Affiliate Partners," please select "Yes" on the first question if you are anticipating on working in collaboration with other NEA affiliates on the grant project. Please select "No" if you are not anticipating on working in collaboration with other NEA affiliates on the grant project.
        - In the same section you are asked to detail the roles of each affiliate partner of the grant project. Please explain as much is as necessary to distinguish the role each will play in the grant project.

- On the second tab/page of the application process it asks for requested information in the tab labeled "Grant Project Information."
    - Please enter the date of submission of the grant application, unique project title that you want to call the grant project, the requested amount of your grant project needs, and answer if the State Affiliate has offered a letter of support from the State President.
    - Please note that it is required for State Presidents to acknowledge that they are in support of the grant application and grant project. The letter of support can be a direct email from the State President, or a letter generated on letterhead.
    - In the section labeled "Grant Project Primary Contact" this pertains to the information of point person whom the CAPE Grants Team should coordinate with regarding on-going progress updates on your grant project. Please complete all relevant information so we can keep in contact throughout the grant application process, and grant project should you be awarded a CAPE Grant.
    - In the section labeled "Grant Project Details" please fill out the fields in their entirety.
        - In the sub-field "Membership Category(ies) served by the grant?" you should place the percentage up to one-hundred percent for all categories in total. If there are membership categories which are not reflective in the target audience of your grant project, please leave the field at zero percent.
    - In the section labeled "Grant Project Strategic Objectives" on the question relating to content areas, please select one that best fits with the main focus of your grant proposal. Although your proposal may touch on many content clusters, please select the best that you believe captures the essence of your project.
        - In the question following asking about five keywords relating to your grant project, please select no more than five that are keywords that highlight the anticipated grant project. (Select up to five)
    - In the section labeled "Grant Project Non-Affiliate Partners," please select "Yes" if you are anticipating on working in collaboration with other Non-Affiliate Partners on the grant project. This for example would be any community organization, local grassroots organization, faith based organization, or other similar entity that you will work in collaboration with on the grant project that are not local/state affiliates. Please select "No" if you are not anticipating on working in collaboration with other Non-Affiliate Partners on the grant project.

- In the same section you are asked to detail the roles of each Non-Affiliate Partner of the grant project. Please explain as much is as necessary to distinguish the role each will play in the grant project.

- On the third tab/page of the application it asks for information related to the grant project budget and is titled: "Project Budget".
  - Please enter the requested information asked. If for any reason any field you don't have budget information for, please keep a "0" in that field that pertains to a number. For any field that asks for working and you don't have any information to insert, please insert "NA" in the field.

- On the fourth tab/page of the application it asks for information related to the specific outcomes, anticipated grant target population, specific grant metrics, and grant goals of your grant project and is titled: "Anticipated Results." Please answer all fields in their entirety.
  - Please note that it is not a requirement to have 8 grant goals, but there is space provided should you anticipate numerous grant goals.

- On the fifth tab/page of the application it for developing a communications plan and is titled: "Communications Plan." Please fill this section out in its entirety related to ideas you might have on communications outreach plans during the grant project if awarded and measurable outcomes of successes for communications throughout the grant project. (i.e. reach a certain number of followers on social media, attract and engage new members to our social media platforms, track dissemination of materials specific to the content area of the grant project, etc...)

- On the sixth tab/page of the application it identifies the terms of submitting a grant application and is titled: "Terms." Please read through all terms in their entirety and follow the prompts to identify your agreement to the terms.

- On the seventh tab/page of the application it allows you to upload various attachments to include your local/state affiliate W9 form, Letter of Support from the State President, and other supporting attachments to go along with your grant application that you would like for the CAPE Grant Team to consider in the review of your application. The tab is titled: "Attachments."

- The last and final tab/page allows you to review your application before submission. The tab is titled: "Review My Application."

- If you have any further questions after submission of a CAPE Grant Application, please email MScott@nea.org.