



NEOEA

Public Relations Mini-Grants

NEOEA Mini-Grants Fund Local Public Relations Activities

NEOEA's Public Relations Committee sets aside \$20,000 for grants of up to **\$400** to local associations. Grants can be used for a public relations project that will promote a positive image of your association within your community. **Examples** of qualifying projects include: Grandparents Day, Graduation Congratulations Yard Signs, Giving Tree, Interactive Playground. Check the website for more ideas.

Grants are awarded based on the public relations benefit to the association. **Please be sure the primary purpose of the funding is to provide exposure for your association *outside* the school and in the community.** When considering projects involving t-shirts for members or yard signs, please include a short explanation of where they will be worn or displayed in the community. If available, include a mock-up of your design.



To take advantage of this opportunity, complete the simple grant application provided. Your application must be postmarked by **January 6, 2023**, and must bear at least two signatures from among those of your local president, PR chairperson, or treasurer. Email applications received by the due date will also be accepted if accompanied by emails from at least two of the signers listed on the application form. Recipients of the grant will be informed by the end of January 2023.

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 the activity is required, such as a program, photo, news article, receipt, etc., and must be sent to the NEOEA office by December 1, 2023. 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.

NEOEA PUBLIC RELATIONS COMMITTEE MINI-GRANT APPLICATION

The NEOEA Public Relations Committee has made available \$20,000 for the 2022-23 school year to provide grants up to \$400 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 **January 6, 2023**. *Applications received after the deadline will not be considered.* Recipients of the grant will be informed by the end of January 2023.

Please print clearly or use the fillable form on the website.

Date of application: _____

Local association: _____

School district/employer: _____

Applicant's name: _____

Mailing address: _____

City, state, zip: _____

Phone: _____

Email: _____

Title of project: _____

Date of project implementation/completion: **Start:** _____
Finish: _____

Description of project and activities. Be sure to include how the project will be marketed to the community. _____

Please provide a one-sentence description of the project that could be used afterward to describe it. _____

Where / how will the name of your local association and/or NEOEA be identified? _____

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

Total funds requested: _____

Local president's signature: _____

PR chairperson's signature: _____

Local treasurer's signature: _____

Two must sign - OR - emails stating approval.
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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.**

Mail to: NEOEA, PR Mini-Grant, 6001 Landerhaven Drive, Suite D, Mayfield Heights, OH 44124-4190 **OR email to:** desk@neoea.org. Receipt of application will be acknowledged. For a Word-fillable form, login to the NEOEA website at neoea.org and go to "Resources" and then "Awards & Grants." **Questions:** Please email us at desk@neoea.org.