



# GRANT APPLICATION

(Revised 2021)

## 1. Program or Project Description

*Describe the program or project.*

## 2. Program or Project Goals

*List the program or project goals and how they are aligned with the NAPEF mission.*

## 3. Plan of Action

*List the activities and steps associated with the program or project that will be taken to accomplish the goals.*

## 4. Timeline

*Indicate the timeline including target date for completion of the program or project.*

5. Product

*Explain how this program or project will benefit parliamentarians, parliamentary organizations, and/or the parliamentary profession. Include for whom the program or project product is intended, how the product will be distributed, performed or accomplished, and the size of the target audience and/or recipients.*

6. Funding Needed

*State the amount requested from NAPEF for the program or project. List other sources of funding that have been received or for which the applicant has applied or will apply in the future. Speaker's travel expenses will be considered.*

7. Application Submission

- Type in single space, Times New Roman 12;
- Answer all questions in the order listed on the application form;
- Use headings as provided; and
- Submit one copy to: NAP Educational Foundation, Carl S. Silverman, Law Office of Carl Silverman, LLC., 200 E. Pratt Street, Suite 4100, Baltimore, MD, 21202-6143 OR [silverman@csslawllc.com](mailto:silverman@csslawllc.com)

8. Applicants submitting grant applications to NAPEF must submit their applications reasonably in advance of the date for which the program or project to be supported by NAPEF is to take effect, but in no event less than three (3) full months prior to the proposed effective date of the program or project, i.e. when it is to take effect.

NAPEF cannot guarantee it will determine each application and respond to each applicant more than one month before the proposed effective date of the program or project in question. However, it is the intention of NAPEF to do so, and to notify each applicant of the decision within the time frame noted here.

9. I/we agree to provide an interim report at the mid-way point of the program or project and a final report within 15 days following the completion of the program or project. The reports shall be sent to Grant Chairman, NAP Educational Foundation, Carl S. Silverman,

Law Office of Carl Silverman, LLC., 200 E. Pratt Street, Suite 4100, Baltimore, MD 21202-6143 OR [silverman@csslawllc.com](mailto:silverman@csslawllc.com). The grant funds will be paid to the grantee at the conclusion of the program or project following Grant Chairman's receipt of expense receipts. (See attached NAPEF Guidelines for Reports.)

10. I/we agree that a condition of receiving an NAPEF grant is that the work of NAPEF will be promoted. By my/our submission of this application, I/we agree to supply NAPEF with pictures, testimonials, text, YouTube, and other social media, if requested. I/we also grant permission to NAPEF for these pictures, testimonials, texts, YouTube, and other social media to be used by NAPEF on its website and social media platforms without compensation. Permission is granted for use of applicant's picture, name, and information that may be published in the *National Parliamentarian* and other NAPEF promotional material. Final program or project results may be published by NAPEF or NAP in full.

Name(s) of applicant(s):

Name of group (if applicable):

Signature and title:



# GRANT REPORT GUIDELINES

## **Interim Report**

Send report at the mid-way point of the program or project to Grant Chairman, NAP Educational Foundation, Carl S. Silverman, Law Office of Carl Silverman, LLC., 200 E. Pratt Street, Suite 4100, Baltimore, MD 21202-6143 OR [silverman@csslawllc.com](mailto:silverman@csslawllc.com).

The following information shall be included in the report:

- Write date of report (month/day/year);
- Describe the activities undertaken thus far and how they meet the goals of the program or project;
- Describe positive outcomes, challenges, and disappointments;
- List changes being made for the remainder of the program or project;
- Send scanned copies of relevant expense receipts; and
- Describe additional information that may be helpful for use by NAPEF.

## **Final Report**

Send report within 15 days of completion of the program or project to Grant Chairman, NAP Educational Foundation, Carl S. Silverman, Law Office of Carl Silverman, LLC., 200 E. Pratt Street, Suite 4100, Baltimore, MD 21202-6143 OR [silverman@csslawllc.com](mailto:silverman@csslawllc.com).

The following information shall be included in the report:

- Write date of report (month/day/year);
- Write a brief overview of the program or project including activities and how they met the goals, positive outcomes, and how things could have been done differently;
- State how the program or project was evaluated and the impact on those expected to benefit from the activities including specific details;
- List publications, products, or services created as a result of this Grant;
- Send scanned copies of relevant expense receipts;
- Explain how the program or project may be replicated, sustained, and disseminated for the parliamentary community; and
- Describe additional information that may be helpful for use by NAPEF.



## GRANT RUBRIC

Name of Grant:

Person(s) submitting the Grant:

1. How is this Grant a unique parliamentary educational opportunity? (0-10 points) \_\_\_\_\_

Comments:

2. How will this Grant continue to promote the parliamentary profession and parliamentary education and development? (0-20 points) \_\_\_\_\_

Comments:

3. What areas of the NAP Body of Knowledge listed on napef.org website are emphasized? (0-10 points) \_\_\_\_\_

Comments:

4. How is this Grant different from existing products and/or services available from NAP? (0-10 points) \_\_\_\_\_

Comments:

Total points received out of possible 50 points:

Total points: \_\_\_\_\_