



NAP Educational Foundation Grant Application

1. Statement of Need

Describe the problem, situation, opportunity, issue, need, and geographic area your proposal addresses. How will this project benefit parliamentarians, parliamentary organizations, or the parliamentary profession?

2. Project or Program Description

Describe the project or program

3. Project Goals

3.1 Goals and how they are aligned with NAPEF's mission

3.2 Project Plans

Plan of action, activities, and steps that will be taken to accomplish the goal.

3.3 Project Timeline

3.4 Capacity to carry out project

4. Funding Required and Budget (Include all sources of funds and projected expenses.)

Seeking \$ _____ from NAPEF

We have \$ _____

5. Deliverables.

If the grant request is for creation/production of workshops or educational materials, detail what the deliverable is, for whom it is intended, how it will be distributed, size of the target audience, and whether the deliverable will be available to all parliamentarians.

6. Documentation

Include or attach documents, reports, and other research materials that support this project or program.

7. Application Submissions:

- Typed in single space, 12 point font
- Answer all questions in the order listed.
- Use headings as provided.
- Submit one copy to: NAP Educational Foundation, Carl S. Silverman, Law Office of Carl Silverman, LLC., 111 S. Calvert Street, Suite 2700, Baltimore, MD, 21202-6143. Phone: 410-385-5648. Or email to: silverman@csslawllc.com

8. I/we agree to provide reports on a regular basis and to provide the final report within 15 days of the completion of the project. This report will be sent to the NAPEF Grants Chairman, Carl Silverman at silverman@csslawllc.com including a financial accounting of the grant funds and the success of the project as described in the executive summary. The grant funds will be paid at the conclusion of the project to the grantee when the Foundation Treasurer receives the expense receipts. (See attached NAPEF Guidelines for Grant Reports.)

9. I/we agree that a condition of receiving a NAPEF grant is that the work of the Foundation will be promoted. By my/our submission of this application, I/we agree to supply the Foundation with pictures and text, if requested. I/we also grant permission to NAPEF for these pictures/texts to be used by the Foundation on its website and social media platforms without compensation and for your picture, name, and information to be published in the *National Parliamentarian* and in other NAPEF promotional material.

Name:

Name of group:

Signature:



NAPEF GRANT REPORT GUIDELINES

Guidelines for the Written Section

The written portion of reporting is an opportunity to describe both the achievements and challenges in a way that will help NAPEF and the greater parliamentary community understand the project and how it benefits parliamentarians and the dissemination of parliamentary education. The written report need not be lengthy but should include all issues that are important to the project's completion.

Interim Reports:

The following information must be included in interim reports:

1. Date of report (month/year)
2. A description of the activities undertaken by the project during the reporting period
3. Discussion of the performance to date against the goals of the project
4. Outcomes and achievements
5. Lessons learned and disappointments
6. Any changes in the design of the project and implications for future work
7. Any additional information that would be useful to NAPEF or the project for purposes of an interim report.

The completed written section must be submitted at the same time as the financial report (see below); electronic or hardcopies will be accepted.

Final Reports

The following information must be included in the final report:

1. Date of report (month/year)
2. A brief overview of the entire project
3. A description of the activities undertaken by the project during the final reporting period and results.
4. A list of publications and/or deliverables created and funded through NAPEF.
5. The project team's evaluation on the impact of the project on those expected to benefit from the activities, including specific details and examples that verify the impact
6. Methods of disseminating the information gained from completing the project to the wider parliamentary community

7. Ideas and suggestions on how the project may be replicable and/or sustainable for continued community benefit
8. Any additional information that would be useful to NAPEF or the wider parliamentary community for dissemination and knowledge sharing.

The completed **written section must be submitted at the same time as the financial report**. Electronic or hardcopies will be accepted.

Deadlines for Reports

The deadlines for reports are specified in the project's grant application or have been established between the grantee and the NAPEF Board of Trustees.

Grantees should be aware that the release of payments for the project is **depends on receipt of the interim report(s)**. Late reports may result in the delayed payment of funds.

Guidelines for the Financial Section

Please use the financial portion of the report to specify project expenses for both interim and final reports. The report must be submitted at the same time as the written report; electronic or hardcopies will be accepted.

Please provide scanned copies of any/all relevant receipts in addition to the financial report.

The financial section should report on how the NAPEF funds were spent to fulfill the grant purpose only.

PLEASE NOTE: NAPEF will make funded project information public, particularly the outcome status and reports. This is done to disseminate the information about projects to the larger parliamentary community as well as encourage interested and eligible parties to apply for funding.

Final project reports will be published in full.

If you have questions about this application, please contact Carl Silverman at silverman@csslawllc.com