

UniServ Council

2019-2020

Barb Drennan

**Promising Practices**

Grants



OEA Center for Great Public Schools (CGPS)  
Information and UniServ Council Selection Form



# Barb Drennan Promising Practices Grants (2019-2020)

## NEED-TO-KNOW Information for Grant Awards

### PURPOSE

Offer UniServ Councils an opportunity to provide grants to support student learning and professional development of OEA members in their local associations.

### FUNDING OPTIONS

- Each UniServ Council is allocated **upto** \$2,000 in grant money for the calendar year
- Each UniServ Council decides which of five options they will offer to their members:

- (2) \$500 classroom grants + \$1,000 professional development activity \*
- (8) \$250 classroom grants
- (4) \$500 classroom grants
- \$1,000 Promoting Best Practices grant + \$1,000 for professional development activity \*
- (4) \$250 classroom grants + \$1000 for professional development activity \*

Alternate "Funding Options" **MUST** have prior approval

\* When using grant funds, a local association or UniServ Council collaborates with CGPS to develop a program that encourages professional leadership by OEA members in practice and instruction. When requesting funds, professional development activities should include a description, number of attendees, dates, location, estimated costs, etc.

### PROCESS & FAQs

#### 1. Who decides the amount of the Promising Practices grants?

- ✓ Each UniServ Council or committee appointed by the UniServ Council decides the grant amount.

#### 2. What can grant funds be used for?

- ✓ Grant funds must be used to support classroom teaching and learning activities that support student learning.

#### 3. What kind of professional development can the grant allocation be used for?

- ✓ That's the UniServ Council's decision.

#### 4. When can the Council begin the process for Promising Practices grants?

- ✓ When the UniServ Council's Grant Selection Form has been submitted to and approved by OEA-CGPS.
- ✓ Grant applications will be accepted from September - April 30 of each academic year. **CGPS recommends that you create a process that completes early enough in the year so that grant recipients have time to use their funds before end of school year.**

#### 5. Application form - Members can print the application or complete it online via the OEA website at [www.oregoned.org/grants](http://www.oregoned.org/grants).

- a. Member applications must be submitted on the CGPS application form. Applications on non-CGPS forms will be returned to the UniServ Council for member follow-up.
- b. Members submit grant applications to the UniServ office where the Council will confirm their completeness, evaluate & select the winners. Incomplete applications are returned to members for follow-up.
- c. Winning applications are submitted to: Penny Hildreth, CGPS for verification that they are complete. If incomplete, they will be returned to the UniServ Council for member follow-up.
- d. Following CGPS receipt of **completed** applications: Accounting will issue grant funding check(s) payable to the UniServ Council. Check(s) will be mailed to the UniServ Council, and they will issue award checks to individual winners.

# Barb Drennan Promising Practices Grants Checklist

Greetings UniServ Councils and Field Staff:

The OEA Center for Great Public Schools (CGPS) is pleased to announce the availability of the 2019-2020 Barb Drennan Promising Practices” grant program to support the work in classrooms across Oregon.

The checklist below is a reminder of the steps to be taken in the grant process.

**Submit Grant Selection forms and all Member Grant Applications to:**

Penny Hildreth @ [penny.hildreth@oregoned.org](mailto:penny.hildreth@oregoned.org)

<input checked="" type="checkbox"/> <b>Field Staff Checklist</b>	<input checked="" type="checkbox"/> <b>UniServ Council Checklist</b>
Field staff submits the completed and signed UniServ Council Grant Selection Form to GPS by the <b><u>Friday, November 15, 2019 deadline.</u></b>	UniServ Council completes the 2019–2020 UniServ Council Grant Option Selection Form and indicates their preference.
Field staff notifies/directs members to the OEA Website where they can: <ul style="list-style-type: none"> <li>a. Print/Download Grant applications</li> <li>b. Fillable forms available on the OEA Website</li> </ul>	UniServ Council chooses a deadline date for grant application submissions and enters it on the Selection Form.
Field staff may also email the PDF version of the application or print out hard copies for distribution. For ease and simplicity, we recommend members complete the application online.	UniServ Council reviews applications and selects the winners. <b>Applications must be signed by Member and UniServ Consultant only.</b>
<b><u>Before submitting applications to CGPS:</u></b> UniServ Council and field staff confirm applications are <b>complete</b> and include documentation (Narrative A-F on OEA Member application, etc.). If incomplete, return to members for follow-up.	<b><u>Before submitting applications to CGPS:</u></b> UniServ Council and field staff confirm applications are <b>complete</b> and include documentation (Narrative A-F on OEA Member application, etc.). If incomplete, return to members for follow-up.
<b><u>INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED</u></b>	
Member applications must be submitted on the CGPS application form. Applications on non-CGPS forms will be returned to the UniServ for member follow-up.	Member applications must be submitted on the CGPS application form. Applications on non-CGPS forms will be returned to the UniServ for member follow-up.
Winning applications are submitted to: Penny Hildreth for verification that applications are complete. Incomplete applications will be returned to the UniServ for member follow-up. CGPS cannot submit winning applications to accounting until they are <b>complete</b> .	Winning applications are submitted to: Penny Hildreth for verification that applications are complete. Incomplete applications will be returned to the UniServ for member follow-up. CGPS cannot submit winning applications to accounting until they are <b>complete</b> .
Following CGPS receipt of completed applications, award checks will be made payable to the UniServ Council, and they will issue award checks to individual winners. <b>Funds must be used during the current school year.</b>	Following CGPS receipt of completed applications, award checks will be made payable to the UniServ Council, and they will issue award checks to individual winners. <b>Funds must be used during the current school year.</b>



# Barb Drennan Promising Practices Grants UniServ Council Selection Form

## Attention UniServ Consultants and Associate Staff

- To be completed by each UniServ Council and submitted to OEA Center for Great Public Schools (OEA-CGPS)
- **DEADLINE** to submit **Selection Form** is **Friday, November 15, 2019**
- Once OEA-GPS receives the form, Councils can begin notifying members about the grants being offered
- All grant winners are selected by the UniServ Council. OEA-CGPS is no longer selecting individual grant winners or issuing individual grant checks.

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UniServ Council Name	UniServ Council #
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UniServ Council Mailing Address

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	City:	State:	Zip
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Application Deadline

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### » A. Funding Options (select one)

1.  (2) \$500 classroom grants + \$1,000 professional development activity
2.  (8) \$250 classroom grants
3.  (4) \$500 classroom grants
4.  \$1,000 Promoting Best Practices grant + \$1,000 for professional development activity
5.  (4) \$250 classroom grants + \$1000 for professional development activity

Alternate "Funding Options" **MUST** have prior approval

### » B. Grant Review Process

- Step 1: UniServ staff and/or Council reviews applications for completeness and confirms fund requests don't exceed grant maximum
- Step 2: UniServ staff returns incomplete applications to members for additional information
- Step 3: UniServ Council reads the grants and selects the winners
- Step 4: UniServ Consultant and UniServ Council Chair both sign and date UniServ Selection Form
- Step 5: Send Winning Member Applications by snail mail or email to:  
Penny Hildreth, OEA CGPS, 6900 SW Atlanta Street, Portland, OR 97223  
Email: [Penny.hildreth@oregoned.org](mailto:Penny.hildreth@oregoned.org)

### » C. Grant Award Payment

- Step 1: UniServ Council submits copies of winning grant applications to OEA-GPS for approval PRIOR to issuing grant checks to winners.
- Step 2: Grant funding checks will be made payable to the UniServ Council, and they will issue award checks to individual winners.

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UniServ Council Chair	Date
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UniServ Consultant	Date
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