

NBSRT Branch Initiative Grant APPLICATION

1.0 Who May Apply:

- Branches may apply – individuals are not eligible to apply.

2.0 Purpose of the Branch Initiative Grant:

- To further the NBSRT mission of protecting, advancing, and advocating for the well-being of retired teachers.
- To develop unique initiatives in addition to those regular branch programs already in place.
- To increase awareness of NBSRT branches, programs, and activities with a goal of encouraging an increase in branch membership and participation.

3.0 General Guidelines:

- Branch Initiative Grant applications must be received by the NBSRT President at least two weeks prior to a scheduled NBSRT Executive meeting.
- Separate applications must be submitted when a branch seeks funding for more than one initiative.
- Capital equipment, honoraria, alcohol/alcohol permits that are part of the branch initiative are ineligible for funding.
- Approved Branch Initiative Grants are available for a maximum of 50% of the total cost of a branch initiative, and shall be capped at \$1000 per fiscal year for each branch.
- Branch Initiative Grant applications must include a financial plan outlining the following items: (a) projected total cost of the initiative, (b) branch contributions, (c) projected revenue - if any, and (d) the expected amount of the Branch Initiative Grant.
- Branch Initiative Grants will be sent to the branch upon receipt and approval by the NBSRT Executive of a final report, including a final financial statement with original receipts attached, within 30 days of the completion of the branch initiative.
- Branch initiatives carried out previously will be considered ineligible for funding under the Branch Initiative Grant program.

4.0 The Application:

- Branch Initiative Grant applications should:
 - (a) Include a completed and signed copy of the attached checklist.
 - (b) Take the form of a type-written abstract between one and two pages in length.
(See explanation next page)

Branch Initiative Grant - Checklist

Please attach a signed copy of this checklist to the application.

Branch Initiative Grant - Abstract Components	✓ (Included)
1. Name of the Branch Initiative	
2. Date(s) of the activity	
3. Description of the Branch Initiative (<i>Introduction – Body - Conclusion</i>)	
4. Anticipated number of participants	
5. Financial Plan as per the Branch Initiative Grant General Guidelines	
6. Benefit(s) of the Branch Initiative to the Branch and/or the NBSRT	
7. Additional relevant information that supports this application	
8. The attached abstract complies with the Abstract Guidelines (<i>Below</i>)	
9. Branch Name with President’s signature (<i>Dated</i>)	

Branch Name: _____

Branch President: _____ Date: _____

Branch Initiative Grant – Abstract Guidelines

1. The abstract is a brief written summary of your proposed initiative activity/event that contains enough information for the reviewers to judge the merits of the application.
2. The abstract should have clearly defined sections based on the component checklist above.
3. The abstract should be single-spaced, written in Microsoft Word, font size 12.