

# Grant Guidelines & Protocols



**Thank you for your interest in the OEA Foundation grant program!**

Use these lists to determine whether your requests will be approved or denied:

## Approved Grant Requests

(K-12 & Community College)

- Clothing
- Shoes
- Medical appointments/equipment  
*Vision, dental, hearing, doctor visits, eyeglasses, hearing aids*
- Personal hygiene items
- Backpacks
- Bedding materials

### COMMUNITY COLLEGE ONLY

- Classroom/program fees
- Course materials



## Non-Approved Grant Requests

(K-12 & Community College)

- Money for ongoing expenses:
  - Rent
  - Food
  - Utility bills
- Furniture
- Athletic clothing or fees
- Graduation robes
- Fees for tutors or extracurricular activities
- Gas money, transit passes (K-12 only)
- School supplies
- Gift Cards



*These guidelines are NOT all-encompassing. Please refer to our Frequently Asked Questions on our website for more information.*

## Grant Process Protocols

- **Requests are accepted from September 1st through May 1st**, or until funds are depleted, whichever occurs first
- **Please spend all the grant funds on the student.**  
Leftover funds over \$5.00 MUST be sent as a check to the OEA Foundation within 30 days.
- **Grant recipients are obligated to furnish receipts to the OEA Foundation**

*o Failure to provide a receipt within 30 days renders recipients ineligible for funding from the OEA Foundation until the ensuing academic year*

## Maximum Award Amounts



**\$3,000**

per worksite within a school year for **K-12**



**\$5,000**

per worksite within a school year for **community colleges**

# Additional Grant Requirements

## FOR MEMBERS

- Individuals seeking grant funding are **required to hold an Active membership status** with the Oregon Education Association (OEA)
- Active OEA Members must **primarily be employed at the site attended by the student** for whom the funds are being sought
- Grant disbursement is contingent upon availability and necessitates pre-approval via the grant application procedure
- Grant recipients (OEA Members) are expected to conduct all transactions utilizing the allocated funds and are urged to **optimize funds to address the critical needs of their students.**
  - Funds are prohibited from being transferred to parents, students, or any other parties for personal expenditures
  - Brand name purchases are discouraged as they diminish the scope of the allocated funds
  - The determination of 'critical need' is contingent upon the member furnishing specific information to substantiate the funding request

## FOR STUDENTS

- **Each student may only receive one grant of \$100 within a school year** (Sept. 1 - May 1)
  - Grantees who have applied on behalf of multiple students may receive a check that totals over \$100
  - In exceptional circumstances, the OEA Foundation Board reserves the right to adjust this amount (please anticipate extended processing duration for such requests)
- **Allocation of grant funds is intended solely for the student specified in the grant application**
  - Each student requires a separate application, as funds are not allocated for groups or classrooms
- Reimbursement for gift cards for students is strictly prohibited
- Bulk grant submissions by a single OEA Member on behalf of a class, group, or sports team will not be approved
  - Applications will be monitored to ensure equitable fund distribution

## Help Spread the Word!

The OEA Foundation encourages grant recipients to **help increase Foundation donations and participation by publicizing the donation and grant process with your community.** Do you have a story to share about the impact of a Foundation grant on your student? Reach out to us! [oeafoundation@oregoned.org](mailto:oeafoundation@oregoned.org).



## Need additional assistance?

Contact the OEA Foundation at: [oeafoundation@oregoned.org](mailto:oeafoundation@oregoned.org), or find information on our website: [oregoned.org /foundation](http://oregoned.org/foundation)