OEA Affiliate Grant Program Timeline

Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
	Affiliate Grant application process October 1 through midnight January 31									
9/15/2023	10/1/2023			1/31/2024	2/21/2024	3/20/2024	4/10/2024	5/15/2024		
Review grant application and rocess. Update as needed.	Application process begins	«	>	Applications due by midnight January 31. Applications confirmed by Mgr Admin Srv as received	Mgr Admin Srv - Locals data gathering process begins, local membership counts, FCPE % contributions	Secr-Treas, AED- Mbr Adv, Mgr Admin Srv prepare for Affiliate Grant Oversight Cmte scoring - grant copies and assessment	Secr-Treas, AED- Mbr Adv, Mgr Admin Srv - final review of grant applications and scores. Determine grant amounts	Secr-Treas, AED- Mbr Adv, Mgr Admin Srv review MOU and grant award amounts. Create tracking spreadsheet. RA Budget Approval	Mgr Admin Srv prepares Grant General Ledger for Accounting. Funds available Sept. 1	
						4/15/2024	5/31/2024			
					Board approves members of Affiliate Grant Oversight Cmte.	Affiliate Grant Oversight Cmte. Edit/rewrite process period if needed	Notification emails sent to locals with status of the applications	Mail award letters w/MOU to local presidents. Request return of signed MOU		