**LEAGUE OF WOMEN VOTERS OF WASHINGTON**

 **and LOCAL LEAGUE**

**GRANT APPLICATION FOR “Redistricting Forum in a box”**

**FasT TRACK**

The League of Women Voters of Washington Education Fund is a 501(c)3 organization whose mission is to inform and engage active participation of citizens in government, increase understanding of major public policy issues, and influence public policy through education and advocacy. Work to influence policy follows specific protocols; League members may only be politically active under the name of the League of Women Voters with the permission of the President of the respective League for which the member speaks or acts.

The State of Washington has 23 Local Leagues who are encouraged to apply for funding to put on redistricting forums to the public. This grant guidelines document allows local leagues to sign at the bottom and agree to the terms of this contract and receive the $400 from the LWVWA Education fund for the purposes states. This is a fast track grant application.

1. **What is a “Forum in a Box”?**

Redistricting Forum in a Box is an easy to use kit for local leagues to put on a public forum about redistricting. The content includes:

* 1. Slide Presentations – This slide presentation(s) will include a basic training of census and redistricting principles
	2. Activity worksheets – Relevant worksheets for public audiences to complete activities associated with the training content.
	3. Forum Delivery Guide – This document will assist local league in the venue, set up, marketing and overall needs to put on a successful forum.
1. **Roles and Responsibilities**

LWV of WA Responsibilities

* 1. Send money to the local league within 30 days of the signing of this contract
	2. Publicize the event when and where appropriate given notification of the details in a timely manner.
	3. Answer questions as to the general practices of putting on a forum and as to the use of “Forum in the box” documents, presentations and exercises.
	4. Fix any errors or omissions in the documents within a reasonable amount of timing after being notified of a problem.
	5. Update the documentation with a reasonable regularity given changes in relevant content.

Local League Roles and Responsibilities:

1. Forum creation: Local league agrees to put on a public forum on Redistricting using the materials provided. This forum is to be completed within one year of the signing of the grant. It needs to be in an adequate venue that is open to the public.
2. Content: Local league agrees to use the materials provided by the Redistricting Forum in A Box project created by Politics of the Possible in Action(POTPIA). Website to be forthcoming. Modification for specific local reasons are acceptable. Large variation in content will need to be reviewed by LWVWA Education Fund.
3. Committee & Volunteers: The local league using league members and other volunteers will plan the forum locations, timing, and execution.
4. Publicity**:** Advertising, marketing and promotion will be done by the local league with appropriate help from LWVWA.
5. Fundraising: Any additional fund required above the amount given in this grant is the responsibility of the local league to raise or use existing funds. Using these funds for anything other than the forum outlined, requires LWVWA Education Fund approval.
6. **Grant Amount**

$400 upfront amount, within 30 days of receiving a signed contract

1. **Deliverables & Due Dates**

The Local league is required to execute upon this agreement with in one year of the date of signing. This means completion of the forum and a final report. Any extensions must be negotiated with the LWVWA Education Fund.

1. **Reporting**

LWVWA requires a final report for this grant within 3 months of completion of the event. This final report is a 1-2 page report on the success of the project including number of participants, number of volunteers, final costs, lessons learned and suggestions for the next group.

1. **Intellectual property.**

Any publications, methodologies, processes, techniques, or solutions created, adapted or used by Politics of the Possible in Action in its business generally, including all associated intellectual property rights, shall be and remain the sole property of Politics of the Possible in Action and LWVWA shall have no interest or claim to them.

* 1. In addition, neither this Agreement nor any disclosure made here grants any license to LWVWA or any other party under any of POTPIA’s copyrights, trademarks, service marks, logos, trade dress, trade names, trade secrets, patents or other intellectual property rights of every kind and nature.
	2. However, this Agreement explicitly grants LWVWA limited rights to use the materials provided in this contract for the purposes outlined. These rights are limited to LWVWA and local leagues under LWVWA’s authority.
	3. Any use by additional parties will require additional contracts.
1. **League of Women Voters of WA Agreements**

This contract is separate from any existing contract or grant with the League of Women Voters of Washington (LWVWA).

1. **Termination**

Either party may terminate this agreement with written notice to the other. In the event that upon termination of the agreement there are outstanding costs, the party who would be responsible for those costs when the agreement is in effect will still be responsible for those costs.

Agreed on this date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2019.

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League of Women Voters of Washington - Education Fund Authorizing Person Signature

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Name of Local League

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Local League President –Print Name

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Local League President - Signature