**LEAGUE OF WOMEN VOTERS OF WASHINGTON**

 **and LOCAL LEAGUE**

**GRANT APPLICATION FOR “SPEAK UP SCHOOL”**

**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 Speak Up Schools 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 $350 from the LWVWA Education fund for the purposes stated. This is a fast-track grant application.

1. **What is a “Speak Up School”?**

Speak Up Schools (or SUS for short) are a targeted strategy to improve the quality, content and diversity of input to our 2021 Washington State Redistricting Commissioners. They are a power-packed training session to inspire effective testimony to the 2021 Washington State Redistricting Commission. The LWVWA Speak Up School State Team has created curriculum and resources for your league to use in creating your own Speak Up School. The content includes:

* 1. Slide Presentations – 4 Modules that will be presented by the local team and 3 optional modules that are presented by experts.
	2. Handouts and worksheets – Relevant worksheets for public audiences to complete activities associated with the training content.
	3. Speak Up School Guide – This document will assist local league in the venue, set up, marketing and overall needs to put on a successful forum.
	4. Resources – The folder at: [tinyurl.com/speakupschoolresources](https://drive.google.com/drive/folders/1D-_iuT-91JBJNxT9FA1sBIYQsz2ueoqP?usp=sharing) is a complete resources guide for your Speak Up School.
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 “Speak Up School” 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. Speak Up School creation: Local league agrees to put on a public forum on testifying to the Redistricting Commission using the materials provided. This forum is to be completed by June 2021. It needs to be in an adequate venue that is open to the public or online and advertised to the public.
2. Content: Local league agrees to use the materials provided by the Speak Up School project created by Speak Up School LWVWA Team. See the webpage: [lwvwa.org/speakup](http://lwvwa.org/speakup). Modification for specific local reasons is 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 school 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 program outlined, requires LWVWA Education Fund approval.
6. **Grant Amount**

$350 upfront amount, within 30 days of receiving a signed contract. Money is available on a first come first serve basis out of our PPFM grant. Please request the money at least 30 days before your planned Speak Up School.

1. **Deliverables & Due Dates**

The Local league is required to execute upon this agreement by June 2021. 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 LWVWA in its business generally, including all associated intellectual property rights, shall be and remain the sole property of LWVWA.

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