

February 21, 1966

MEMORANDUM

To: NAACP Branches

From: John M. Brooks, Director  
NAACP Voter Registration

Re: Official Guidelines For Voter Education Project Grants Received February 17 From  
Southern Regional Council Voter Education Project  
Mr. Vernon Jordan, Director

Grants from the Voter Education Project of the Southern Regional Council are made to other groups desiring to operate in three program areas: voter registration, citizenship education, and leadership training. These guidelines have been developed to help groups clarify what area, or in some cases, what several areas, of programming they will work in and to provide candid expression of the responsibilities the other groups have in their association with the Voter Education Project.

Programs are approved only when they provide that the group and its agents will refrain from using funds granted by the Voter Education Project for partisan political activity or propaganda aimed at influencing legislation, or supporting any candidate or political party.

Grant Proposal

Specifically, the first responsibility of a group applying for Project grant is to prepare a grant proposal. The proposal should clearly cover the following points.

Kind of Program -- In what area or areas is the program proposed? What justifies the need for the program? What are its goals? What methods will be used?

Where -- What are the political and geographical boundaries of the place to be served by the program? (State, county, precinct, etc.) Include a map if feasible.

Who -- Who are the program personnel and what are their duties?

Cost -- What is the expected cost of the program? Include a detailed budget.

Time -- What is the anticipated duration of the program?

Background -- What is the present political picture of the place where the program will operate. How many Negroes voted in last elections? Have Negroes run for office? Do Negroes hold appointive jobs? Are there active organizations? What are the dates and hours of registration? Give current registration figures. Describe the feeling of the community toward fuller citizen participation, if feasible.



#### Operation Under Grant

To fulfil its role as an adjunct of a research and information agency the Project will, from time to time, and on request, make available to other private groups, the press, governmental agencies and interested individuals, details of registration figures and of programs sponsored through the Project. As part of its educational function, the Project will share program techniques and strategies with the region. Consequently, in their association with the Project cooperating agencies have a responsibility to submit narrative reporting.

Disbursements made to the Project for support of programs in these areas call for utmost financial integrity at every level of operation. Grants made by the Project are, therefore, subject to financial conditions which if not met with result in termination of grants.

Research Reporting -- There are specific conditions governing grant reporting which follow. In general, all cooperating agencies shall be required to make periodic reports to the Project on the progress of their programs. It is important that these reports reflect an honest evaluation of the agency's efforts -- good, bad, or indifferent. To insure the reporting best suited to particular programs the Project is flexible enough to accept reasonable variations in the form and manner of reports. Indeed, it encourages original material in fulfillment of the narrative requirements.

Organizations conducting voter registration campaigns are required to submit semi-monthly reports setting forth the following: (a) number of persons registered, (b) methods used in getting persons to the registration office, (c) increase of the number of new voters in the two week period, (d) problems, if any, encountered with local registrars, police, or private citizens, (e) threats of intimidation or economic reprisals, if any, (f) samples of materials, leaflets, programs. Suggested forms for this reporting are provided.

Organizations conducting citizenship education or leadership training programs are required to submit monthly reports, setting forth the following: (a) kinds of programs and method of operation, (b) samples of all materials used, (c) names and background of instructors, (d) cooperation, if any, with local governmental agencies, schools and colleges, (e) a measurement of community participation, including the number of people directly involved in citizenship education classes or leadership training seminars. Groups should be cooperative with the Project in the gathering of other statistical data



as may be required for the purpose of research.

Financial Reporting -- After approval of a grant by the Project, the cooperating agency is required to establish a separate bank account. The Project will mail a deposit directly to the bank for an amount approximately two weeks cash supply for the program. This amount will be maintained on a draw basis.

Each week the agency will submit to the Project a report itemizing all disbursements from this account and enclosing appropriate vouchers for each disbursement. No special check form is contemplated at the present time. The Project will audit this report and reimburse the bank account for the amount spent. In this way the balance in the bank should be constant until the local program approaches termination. Then the funds would either be refunded or used up (with appropriate reporting).

The bank should be instructed to mail all bank statements directly to SRC. The Project will reconcile these bank accounts and perform certain auditing procedures each month.

For further information, write:

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c: Vernon E. Jordan, Jr.