

CCA MEMBERSHIP GRANT APPLICATION

Below is the information you need to apply for a CCA Membership Grant. Please note that this is **ONLY** for membership-specific activities like those listed below, but please feel free to suggest other activities providing they are membership specific.

WHAT TYPES OF ACTIVITIES COULD RECEIVE FUNDING?

1. A part time faculty appreciation event,
2. Gift cards for faculty who help recruit new members,
3. Items for an all faculty office that will increase and/or retain membership, such as a coffee maker, mugs, pens, pencils, the printing of membership information, snacks, drinks, posters, candy, or office supplies not previously mentioned,
4. Funding for a special guest speaker to help recruit members,
5. Collection of non-campus emails, phone numbers, and/or addresses or other activities that would help with recruitment and/or retention,
6. Campus equity activities,
7. Membership recruitment activities such as lunches or pizza nights or receptions that are specifically for the recruitment and/or retention of members,
8. Assistance with mailings and/or other outreach for member recruitment and/or retention,
9. Funding for District Directors to organize, promote, and attend events and programs within their district to promote member recruitment and/or retention, and
10. Funding to send additional members to a CCA conference.

HOW MUCH CAN MY CHAPTER REQUEST?

Grant requests can be up to \$2000 per activity.

HOW DO I WRITE THE GRANT PROPOSAL?

With the help of your primary contact staff person, draft a proposal requesting funds.

The proposal should include the following:

1. The name of the person submitting the grant plus their contact information and the date of the submission.
2. The name of your chapter
3. The number of members in your chapter
4. The name of the person primarily responsible for the activity and their contact information (their non-campus phone and email)
5. Letter of support for the grant from your local president and/or primary contact staff person.
6. A clear explanation of the activity (if your chapter is planning multiple activities then please file multiple grant requests) that includes:
 - a. Details as to whom the activity is aimed (full time-faculty, part-time faculty, non-members), and how many of each group (full-time, part-time, non-members) will be involved in the activity,
 - b. Specific short-term and long-term goals you want to achieve from the activity,
 - c. A detailed timeline,
 - d. A detailed explanation of specifically how much funding you want from CCA and specifically for what use, and

- e. An explanation of what the chapter will contribute in terms of money and labor.
- f.

WHERE DO WE SUBMIT THE GRANT PROPOSAL?

Submit your proposal to the CCA Membership Committee Chair (who is also the CCA Vice President) at vicepresident@cca4me.org.

WHAT HAPPENS NEXT?

The CCA Membership Committee Chair will share your proposal with the members of the CCA Membership Committee within one week of receipt. The Membership Committee will then review and vote on the proposal. The Committee Chair will get back to you within one week after the Committee votes on your proposal. Usually, the process should take about three weeks from the time your proposal is received to the time you get an answer.

Within thirty days following the conclusion of the activity for which you are being funded, you must send a full report on what you did and the results to the CCA Membership Committee Chair at vicepresident@cca4me.org. Your report should include:

1. All receipts for which you want reimbursement. PLEASE NOTE that you need to submit the names of all who attended the event(s) for which you want reimbursement. This can be in the form of a sign-in sheet or a list of names.
2. The number of people you anticipated attending the event and the number that showed. If you did not get all the people you anticipated then please explain why.
3. Was the event a success? In what way(s)? Did you achieve your goal(s)? If not, why?
4. What was the most difficult thing you faced? What happened that was unexpected?
5. Is there anything else you can share with the Committee that will help its members better determine the grants offered.
6. Include to whom the check should be addressed and the address to where the check should be sent.

The information you provide will be forwarded to the CCA Membership Committee for final review within one week of receipt. If approved by the CCA Membership Committee, the CCA Treasurer will be asked to send the grant check to your chapter. Payment is usually processed with a few weeks.

FAQs:

1. How often can a chapter request funding?
As often as the chapter likes.
2. Can a chapter resubmit a request that was rejected?
Yes! Just make sure you respond to the Committee's concerns.

QUESTIONS?

Please feel free to contact the CCA Membership Committee Chair (who is also the CCA Vice President) at vicepresident@cca4me.org.