

## **CCA Conversion to Fair Share Grant Application**

Non-Fair Share Locals are eligible for this grant

The intent of this grant is to help you with member support activities before and after your conversion to a Fair Share (Agency Fee) local of CCA/CTA/NEA. The funds for this grant have been provided by NEA to CCA for the purpose of membership promotion and organizational development. Funding amounts are \$3,000. for small chapters and \$4,500. for large chapters. The intent of the Membership Committee is that locals complete the grant in one academic year.

Official Name of Local

Local President

Local mailing address

Contact phone number

Contact email (non-campus)

Number of bargaining unit members

Number of association members

Amount of local dues (full-time and part-time, if applicable)

Have you requested a list of bargaining unit members with addresses and phone numbers from your district?

If not, do you need a template for the letter establishing your legal right to have a list of bargaining unit members supplied by the district?

Approximately what percentage of your bargaining unit members have supplied the Association with their non-campus email addresses?

### **Grant Process:**

#### **STEP 1**

- Appoint a Membership Chair and Committee of at least two members.
- Put together a Membership Plan with advice of CCA staff.
- Send your Membership Chair to CCA Membership Chair training.
- Submit "Fair Share Conversion Grant Step 1 Requisition" and REQUEST ONE THIRD OF FUNDING FROM CCA VICE PRESIDENT (Inyaggah@gmail.com)

#### **STEP 2**

- Implement your Membership Plan and work on goals.
- Send at least five delegates or representatives to two CCA conferences with the aim of helping your chapter with strategic planning and a knowledge base for

- effective leadership. If your chapter is not qualified for five delegates, apply at cca4me for non-delegate funding.
- Write a Final Grant Report. Include increases in member numbers, plans for reassigned time for officers and Bargaining Chair and other goals reached, based on your chapter needs.
  - Submit “Fair Share Conversion Grant Step 2 Requisition” and  
REQUEST ONE THIRD OF FUNDING FROM CCA VICE PRESIDENT

### STEP 3

- Submit notification letter to your district for conversion to Fair Share/Agency Fee. The law entitles you to elect Fair Share without the consent of the administration.
- Send a copy of this letter to the CCA Vice President ([lnyaggah@gmail.com](mailto:lnyaggah@gmail.com))  
REQUEST FINAL THIRD OF FUNDING FROM CCA VICE PRESIDENT

**Fair Share Conversion Grant  
Step 1 Requisition**

1. Please list the names of your Membership Chair and Committee:
  
  
  
  
  
  
  
  
  
  
2. Please attach your written Membership Plan signed off by your CCA Primary Contact Staff.
  
  
  
  
  
  
  
  
  
  
3. Please give the date and times of the Membership Chair training your Chair attended. Attach one paragraph detailing the content of the training.

We, (Name of your Association)  
third of our Fair Share Conversion Grant funding.

request a check for the first one

(Name of your Chapter President)

Address of the Association (for mailing the check)

**Fair Share Conversion Grant  
Step 2 Requisition**

1. List the five delegates you have sent to CCA conferences and tell us which conference they attended.
  
2. Attach your Final Report on what you have accomplished with the first two stages of the grant. It should be no more than three pages of text and can include charts and/or graphs or photos.

We, (Name of your Association) request a check for the second one third of our Fair Share Conversion Grant funding.

(Name of your Chapter President)

Address of the Association (for mailing the check)

**Fair Share Conversion Grant  
Step 3 Requisition**

1. Attach the letter to the District notifying them of the Association's decision to convert to a Fair Share/Agency Fee local.

We, (Name of your Association)  
third of our Fair Share Conversion Grant funding.

request a check for the final one

(Name of your Chapter President)

Address of the Association (for mailing the check)