



CCA Grant Application

APPLICANT INFORMATION

Name of Local: _____ Date: _____

Name of President: _____
Last First M.I.

Local Mailing Address: _____
Street Address City State ZIP Code

Phone Number: () _____ Non-Campus Email: _____

of Association Members: _____ Amount of Local FT Dues: \$ _____ Amount of Local PT Dues: \$ _____

of Association Non-Members: _____ Does Your District Hold Obligatory Orientations for PT Faculty? Yes No

GRANT SELECTION

Indicate below which grant(s) you are applying for:

CCA SPECIAL FUNDING GRANTS:

- Nondelegate Conference Attendance Grant.** This grant is available to chapters who seek funding to send nondelegates to the CCA Fall, Winter, Spring, or Presidents' Conferences.
- Membership Activities Grant.** This grant is available to chapters who seek funding for one-time events involving a single or multiple chapters (e.g., a luncheon featuring a special speaker, or joint events between neighboring or allied chapters).
- Innovative Proposals Grant.** This grant is available to chapters who seek funding for innovative promotions, programs and/or activities.
- CCA New Member Grant.** This grant provides a \$10 stipend for each new member converted from Fair Share status.
- CCA PT Faculty Appreciation Grant.** This grant is available to chapters who seek funding for chapter activities in support of the annual Part Time Faculty Appreciation Month (April).
- Local Chapter President Reassigned Time Grant.** This grant is available to chapters who seek reassigned time for their Chapter President. The grant is equivalent to 50% of the Chapter President's time for a full academic year, to be paid at the part time backfill rate. This is a one-time grant per chapter and is limited to three chapters per year. **Note:** Applications for this grant must be submitted by March 1st for the following academic year.
- District Directors Program Grant.** This grant is available to District Directors to organize, attend, and promote events and programs within their districts.

CCA NEA-FUNDED GRANTS:

- Membership Chair/Committee Grant.** This grant is for Fair Share chapters only and provides funding for membership planning, promotion and recruitment. Grant amount: \$750-\$2,250.
- Local Power Planning Grant.** This grant is for wall-to-wall chapters and provides funding for outreach and involvement with part time faculty. Grant amount: \$3,000-\$4,000.
- Fair Share Conversion Grant.** This grant provides funding for member support activities before and after chapter conversion to Fair Share. Grant amount: \$3,000-\$4,500.
- Membership Promotion Grant.** This grant provides funding for events with a membership component. Grant amount: 50%-75% of the event cost.
- Membership Organizing Support Grant.** This grant provides funding for membership organizing activities. Grant amount is based on activities budget.
- Part-time Faculty Membership Grant.** This grant is for wall-to-wall or PT chapters and provides funding for activities or costs associated with building a PT faculty membership program.



SUPPORTING DOCUMENTATION

Grant requests must be accompanied by the following supporting documentation:

CCA SPECIAL FUNDING GRANTS:

All requests for CCA Special Funding Grants must be accompanied by a statement briefly describing the event, project, or reason for the request and how it will benefit your local chapter. If the grant is for an event or project, include fixed costs, per capita costs, estimated number of attendees, reassigned time backfill costs, and other reasons for the amount requested. If you are applying for the CCA New Member Grant, you must submit copies of the signed and dated membership applications for each \$10 stipend requested.

Applications for CCA Special Funding Grants are to be submitted to the CCA Treasurer at cctreasurer@cta.org. Applications for CCA New Member Grants are to be submitted to the CCA Vice-President at inyaggah@gmail.com.

CCA NEA-FUNDED GRANTS:

All requests for CCA NEA-Funded Grants must be accompanied by supporting documentation as set forth below.

Applications for CCA NEA-Funded Grants are to be submitted to the CCA Vice-President at inyaggah@gmail.com.

MEMBERSHIP CHAIR/COMMITTEE GRANT

This grant has a two-phase process, which assists local Fair Share chapters in developing a Membership Committee and Membership Organizing Plan. To qualify for the grant, locals must do the following:

- **Phase 1:** *Stipend of \$750.*
 - Appoint a Membership Chair and Committee of at least three (3) members;
 - Complete Membership Planning Training by CCA Staff (expenses covered by grant); and
 - Submit a short report and requisition to the CCA Vice-President at inyaggah@gmail.com for stipend of \$750.
- **Phase 2:** *Grant of up to \$750 per event for expenses.*
 - Write a Membership Organizing Plan, signed off by your Primary Contact Staff;
 - Provide at least one membership recruitment event per semester (Fall and Spring), funded by CCA for up to \$750. Suggested topics include Contract, Grievance, Retirement, and/or Unemployment. Social events are also allowed. Events should include a signup sheet, targeted faculty, and follow-up meetings with non-members.
 - Submit a short report and requisition for expenses to the CCA Vice-President at inyaggah@gmail.com at the end of each semester. The report should include information regarding the event, expenses, and how many Fair Share payers converted to members.

LOCAL POWER PLANNING GRANT

This grant has a two-phase process, which assists local Wall-to-Wall chapters in developing strategies to increase PT faculty involvement in local leadership.

- **Phase 1:** *Mini-Grant of up to \$750 per event for refreshments.*
 - Host one or two workshops on either PT Retirement or PT Unemployment;
 - Generate a roster of PT faculty. Use the roster as a signup sheet for the workshops and have faculty supply non-campus email addresses and phone numbers;
 - Bring membership applications to the event; and
 - Write a short report evaluating the event(s), identifying what worked and what didn't work. Submit the report, together with a requisition for expenses, to the CCA Vice-President at inyaggah@gmail.com.
- **Phase 2:** *Grant range of \$3,000-\$4,000.*
 - Work with your Primary Contact Staff to develop a plan to increase PT faculty participation. The plan must set forth your chapter goals, a budget, a timeline, the names of your committee members, and your potential gain. The plan must also include the following:
 - At least one PT faculty member must serve on your governing board;
 - At least two PT faculty representatives must attend at least two of the three CCA conferences and attend at least one membership workshop per conference; and
 - Your local must hold workshops for PT faculty.
 - Submit a short report and requisition to the CCA Vice-President at inyaggah@gmail.com. The report should include information regarding the success of your plan and its impact on PT participation in your local chapter.



CCA Grant Application

FAIR SHARE CONVERSION GRANT

This grant has a three-phase process, which assists Non-Fair Share locals with member support activities before and after conversion to a Fair Share local of CCA/CTA/NEA.

- **Phase 1:** *Grant range of \$1,000-\$1,500.*
 - Appoint a Membership Chair and Committee of at least two members;
 - Develop a Membership Plan with the advice of your Primary Contact Staff;
 - Send your Membership Chair to CCA Membership training; and
 - Submit the “Fair Share Conversion Grant” Step 1 requisition to the CCA Vice-President at inyaggah@gmail.com to request 1/3 of the grant funding.
- **Phase 2:** *Grant range of \$1,000-\$1,500.*
 - Implement your Membership Plan and work on goals;
 - Send at least five (5) 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 eligible for five delegates, apply for the CCA Nondelegate Conference Attendance Grant;
 - Write a final grant report. Include increases in member numbers, plans for reassigned time for officers and Bargaining Chair, and other goals reached and/or planned; and
 - Submit the “Fair Share Conversion Grant” Step 2 requisition to the CCA Vice-President at inyaggah@gmail.com to request 1/3 of the grant funding.
- **Phase 3:** *Grant range of \$1,000-\$1,500.*
 - 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 at inyaggah@gmail.com to request the final 1/3 of the grant funding.

MEMBERSHIP PROMOTION GRANT

This grant is open to all chapters to help fund membership promotion events. All requests for the Membership Promotion Grant must be accompanied by a statement briefly describing the event and how it will result in membership growth and involvement. Applications must also include the maximum head count and cost per person for the event. The Membership Promotion Grants are not limited to social events. Submit applications to the CCA Vice-President at inyaggah@gmail.com.

MEMBERSHIP ORGANIZING SUPPORT GRANT

This grant is open to all chapters to help fund membership organizing activities. For example, chapters may apply for this grant to assist in the collection of faculty non-campus email addresses or to digitize chapter membership records. All requests for the Membership Organizing Support Grant must be accompanied by a statement briefly explaining the purpose of the grant and the proposed budget. Submit applications to the CCA Vice-President at inyaggah@gmail.com.

PART-TIME FACULTY MEMBERSHIP GRANT

This grant is open to all wall-to-wall and PT chapters to help fund activities or costs associated with building a membership program for PT faculty. All requests for the Part-time Faculty Membership Grant must be accompanied by a statement briefly explaining the purpose of the grant and the proposed budget. Submit applications to the CCA Vice-President at inyaggah@gmail.com.

GENERAL INFORMATION

CCA encourages locals to apply for grants to assist in member recruitment and retention, and in member training, leadership and advocacy. If you have any questions regarding CCA grants, please contact your Primary Contact Staff, CCA District Director, or the CCA Vice-President at inyaggah@gmail.com. Additional information is available at the CCA website at www.cca4me.org.