

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. Other CCA grants exist for various other chapter activities and individuals. You can learn about those grants by visiting cca4me.org and clicking on Grants on the left side of the Home page.

WHAT TYPES OF ACTIVITIES COULD RECEIVE FUNDING?

1. A part time faculty appreciation event
2. Gift cards for faculty who help convert fair share payers
3. Items for a faculty office that will increase and retain membership
4. Funding for a special guest speaker to help recruit members
5. Collection of non-campus emails
6. Campus equity activities
7. Membership recruitment activities
8. Lunches or pizza nights or receptions that are specifically for fair share conversions
9. Meetings of the membership engagement team

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 your chapter
2. The number of members in your chapter
3. The name of the person primarily responsible for the activity and their contact information (phone and email)
4. Letter of support for the grant from your local president and/or primary contact staff person
5. 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, fair share payers?), and how many of each group (full time, part time, fair share payers) 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
 - e. An explanation of what the chapter will contribute in terms of money and labor

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 will send a full report on what you did and the results to the CCA Membership Committee Chair at vicepresident@cca4me.org.

You will also need to send all receipts for which you are requesting CCA reimbursement. This information will be forwarded to the CCA Membership Committee for final review. If approved by the CCA Membership Committee, the CCA Treasurer will be asked to send the grant check to your chapter, so please also include an address to where the check should be mailed and how the check should be made out.

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 answer all the parts of the application.

QUESTIONS?

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