CCA MEMBERSHIP DEVELOPMENT GRANT APPLICATION

Requirements and Process

Membership development grants are for membership-specific activities like those listed below, but please feel free to suggest other activities provided you explain how they are membership-specific.

Receiving grant and reimbursement is a *two-step process*.

1. Applications for CCA Membership grants must be submitted prior to the events for which the chapter seeks reimbursement. The Committee will take up all timely requests at its next meeting and approve or ask for clarification.
2. After the event, the local must follow-up by completing the requirements as identified in the "What Happens Next?" section below.

WHAT TYPES OF ACTIVITIES COULD RECEIVE FUNDING?

1. An appreciation event for part-time faculty
2. Gift cards for faculty who help recruit new members
3. Items for an all faculty office that will promote the local's goals--a coffee maker, mugs, printed membership information, snacks, drinks, posters, candy, or office supplies
4. Collection of non-campus emails, phone numbers, and/or addresses or other activities that would help with recruitment, retention, and/or development
5. Membership recruitment activities such as lunches or pizza nights or receptions
6. Assistance with mailings and/or other outreach for member recruitment, retention, and/or development
7. Funding to send additional members to a CCA conference
8. Other activities not listed above as approved by the Membership Development Committee

HOW MUCH FUNDING 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 CTA primary contact staff (PCS) person, draft a proposal requesting funds. Make sure to copy (CC) your CTA PCS on your grant request submission.

The proposal must include the following:

1. The name of the chapter and its postal address.
2. The date of the submission and the date(s) of the future activity(-ies) for which you seek funding.
3. The name of the person submitting the grant and non-district e-mail.
4. The number of part-time and full-time members in your chapter.
5. The name of the person primarily responsible for the activity with contact information (non-campus phone and email please).
6. A written statement of support from your local president.
7. A clear explanation of the activity (if your chapter is planning multiple activities then please file a separate grant request for each activity) that includes:
    a. Details of the target audience (*e.g.*, full time-faculty, part-time faculty, non-members), and how many of each group are expected to participate;
    b. Specific short-term and long-term goals you want to achieve;
    c. A detailed time line;

d. A detailed explanation of an exact or a not-to-exceed amount of funding for each of the activity's components, and
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 VP & Membership Development Committee Chair Randa Wahbe <vp.cca4us@gmail.com>. Make sure to CC your CTA PCS on your grant request submission.

WHAT HAPPENS NEXT?

The CCA Membership Development Committee Chair will share your proposal with the members of the Committee at its next meeting (generally in October, December, March, and May). The Committee will then review and vote on the proposal. The Committee Chair will get back to you within one week of the Committee vote on your request. Depending on when your request is submitted, it may take several weeks to complete this part of the process.

After the activity for which you are being funded, *you must send a full report* on what you did along with the results and all receipts to CCA VP & Membership Development Committee Chair Randa Wahbe <vp.cca4us@gmail.com>

Your report must include:
- The chapter name and street or PO box address to which the check should be sent.
o Note: Reimbursement will be made to the chapter, not to an individual.
- 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;
- If you did not get all the people you anticipated, please explain why;
- All receipts;
- An assessment of how well your goals were met, including consideration of unmet goals;
- Other thoughts for the Committee.

The full report will be forwarded to the CCA Membership Development Committee for review. Once approved, the CCA Treasurer will send the grant check to your chapter. Payment is usually processed within 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 VP & Membership Development Committee Chair Randa Wahbe <vp.cca4us@gmail.com>.

Revised & effective August 20, 2019