

CCA INNOVATIVE PROPOSAL GRANT Requirements and Process

Innovative Proposal Grants are for chapter-specific activities--examples are listed below; however, please feel free to suggest other activities by providing an explanation of their novelty or creativeness.

Receiving a grant and subsequent reimbursement is a *two-step* process:

Step 1: Applications for CCA Innovative Proposal Grants must be submitted prior to the event(s)/ activity(ies) for which the chapter seeks reimbursement. The CCA Officers will take up all timely requests at their next meeting and approve or ask for clarification.

Step 2: After the approved activity, the local must follow-up by completing a report. The requirements are identified under the "What Happens Next?" section below.

WHAT TYPES OF ACTIVITIES COULD RECEIVE FUNDING?

1. Development and training of a local committee (*e.g.*, Equity team, Elections committee, By-laws task force).
2. A networking event with the local's service center.
3. Strengthening ties with other CCA or non-CCA locals, labor councils, *etc.*
4. Building ties with the local's TK-12 districts.
5. Team building with the local district's academic senate.
6. Training in conflict resolution, goal setting, *etc.* for the local's executive board or representative council.
7. Stipends for guest speakers on current issues within the local's district.
8. Improving the local's web site or social media presence.
9. Funding a Student CTA or CTA Retired Chapter at the college.
10. Events related to Board of Trustee meetings, including candidate forums.
11. Engagement/events with non-union community groups.
12. Other activities or events which have fallen out of use at the local.

HOW MUCH FUNDING CAN MY CHAPTER REQUEST?

Grant requests for 2021-2022 can be up to \$5,000 per unique activity. The Officers may refer requests more appropriate to Membership Development Grants to the Membership Development Committee.

STEP 1: HOW DO I WRITE THE GRANT PROPOSAL?

With the help of the chapter's CTA Primary Contact Staff (PCS), draft a proposal with clearly numbered responses to the following:

1. The name of the chapter and its postal address.
2. The date of submission.
3. The date of the future activity/event for which funding is sought. (One proposal per activity).
4. The name of the person submitting the grant proposal and their non-campus email address.
5. The number of part-time and full-time faculty in the chapter.
6. The name of the person primarily responsible for the activity with contact information (non-campus phone and email).
7. A written statement of support from the local president.
8. A clear explanation of the activity (if the chapter is planning multiple activities, then submit a separate grant proposal for each activity) that includes the following:
 - a. Details of the target audience (*e.g.*, full-time faculty, TK-12 presidents, rep council members, community members) and how many of each group are expected to participate;

- b. Specific short-term and long-term goals the local wants to achieve with this activity;
- c. A detailed timeline;
- 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?

Email the proposal to grantsawards@cca4us.org. Make sure to copy (CC) the chapter's PCS on the grant proposal submission!

STEP 2: WHAT HAPPENS NEXT?

The Officers will review and vote on the proposal at their next meeting. The President will email within one week of the vote on the proposal. Depending on when the proposal is submitted, it may take up to four weeks to complete this part of the process.

After the activity which is being reimbursed, *the local must submit a full report* on what it did along with the outcomes of the goals identified in the proposal and all receipts to grantsawards@cca4us.org.

The report must include the following:

1. The original grant proposal;
2. The email indicating the grant was approved;
3. The chapter name and address to which the check should be sent.
 - a. Reimbursement will be made to the chapter, not to an individual;
4. The names of all who attended the event(s) for which the local seeks reimbursement along with an assessment of attendance. This can be in the form of a sign-in sheet;
5. The names of prize recipients, if applicable;
6. All receipts;
7. An assessment of how well the stated goals were met, including consideration of unmet goals, and
8. Other thoughts for the Officers.

The Officers will review the report at their next meeting and vote on reimbursement. The President will email within one week of the vote. Once approved, within two weeks, the reimbursement check will be mailed to the address provided in the proposal.

FAQs: 1. How often can a chapter request funding?

As often as the chapter likes; however, priority is given to chapters who have not previously requested funding, and only requests for activities that fall outside normal chapter operations will be considered.

2. Can a chapter resubmit a request that was not approved?

Yes! Just make sure to respond to the Officers' concerns

QUESTIONS?

Please feel free to contact grantsawards@cca4us.org