

CCA Local Chapter Reassigned Time Grant

Local Chapter Reassigned Time grants reimburse districts for hourly release time for members of the local to perform essential work for the local (*e.g.*, training for negotiators, bargaining prep and/or at-the-table time; serving as communications officer for the local; leading or serving on a local organizing or membership committees, serving as a local grievance officer).

Local Chapter Reassigned Time grants are designed to be short-term; locals may re-apply every year, but preference will be given to locals that have not received a grant.

CCA recommends that locals request no more than 60% total reassigned time per year.

Local Chapter Reassigned Time grants are reimbursable as reassigned time only.

Receiving a grant is a three-step process

Step 1: Applications for a grant must be submitted at least twelve (12) weeks prior to the semester for which the chapter seeks reassigned time. The CCA Officers will review all requests at their next meeting.

Step 2: The local president and the faculty for whom reassigned time has been requested meet with the CCA Officers to review the grant request and discuss subsequent requirements.

Step 3: After the semester for which a grant was awarded, the local must follow-up by completing a report and sending it with the invoice from its district.

Step 1: Grant proposals must include

1. The name of the chapter and its postal address.
2. The date of submission and the semester(s) for which funding is sought.
3. The name and non-campus e-mail address of the chapter president.
4. The number of part-time and/or full-time faculty in the chapter.
5. The percentage(s), estimated cost(s), role(s), and name(s) of the person or people for whom reassigned time is sought, with contact information (non-campus phone and email).*
6. A clear explanation of the local need the reassigned time will fulfill, including specific short-term and long-term goals the local wants to achieve through the reassigned time.
7. A copy of all current local contract language relevant to reassigned (excerpted, please).
8. A copy of the appropriate hourly lecture salary schedule.

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

The CCA President will contact the local within one week of the CCA Officers' meeting to arrange a meeting with the local.

Near or at the end of the semester for which funding was approved, the local must submit a report to grantsawards@cca4us.org.

The report must include

1. The original grant proposal.

2. The letter/e-mail from the CCA President indicating the grant was approved.
3. The invoice from the district.
4. An approximate accounting of hours and explanation of which local needs have been met.
5. An assessment of how well the stated goals were met, including consideration of unmet goals.
6. Other thoughts for the Officers.

The Officers will review the report at their next meeting; the CCA President will then contact the local and its district to confirm the grant's completion.

* For example

Percentage	20%	25%
Role	Membership chair	Organizing chair
Name	Hugh Betcha	Ivana El-Pew
Cell	(909) 555-5550	(951) 555-5551
Personal e-mail	yesman@ourlocal.org	letsdoit@ourlocal.org