

## **CCA MEMBERSHIP DEVELOPMENT GRANT Requirements and Process**

Membership Development Grants are for membership-specific activities like those listed below; however, please feel free to suggest other activities provided you explain how they focus on members and/or potential members.

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

**Step 1:** Applications for CCA Membership Grants must be submitted prior to the event(s) for which the chapter seeks reimbursement. The Committee will take up all timely requests at its next meeting and approve or ask for clarification.

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

### **WHAT TYPES OF ACTIVITIES COULD RECEIVE FUNDING?**

1. An appreciation event for part-time and/or full-time faculty.
2. Gift cards for faculty who help recruit new members (A list of faculty members who are awarded gift cards must be submitted to receive reimbursement). CCA will not reimburse local chapter distribution of cash.
3. Items for an all-faculty office that promotes 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, 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 (in addition to the four CCA-covered non-delegates for small chapters).
8. Other membership-specific activities not listed above, as approved by the Membership Development Committee.

### **HOW MUCH FUNDING CAN MY CHAPTER REQUEST?**

Grant requests can be up to \$5,000 per unique activity. Requests made for duplicate events within the same year will not be considered.

### **STEP 1: HOW DO I WRITE THE GRANT PROPOSAL?**

With the help of your 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 for which you seek funding. (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 faculty (members/non-members) and full-time faculty (members/non-members) in your chapter.
6. The name of the person primarily responsible for the activity with contact information (non-campus email and phone number).
7. A written statement of support from your local president.
8. A clear explanation of the activity (if your 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 members, part-time members, potential members) and how many of each group are expected to participate;
  - b. Specific short-term and long-term goals you want 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/or labor.

NOTE: Carefully consider the items listed in your proposal. Funding is based on the approved proposal. If it is necessary to deviate from your initial approved plan, contact the MDC Chair for approval or reimbursement may not be possible.

## **WHERE DO WE SUBMIT THE GRANT PROPOSAL?**

Email your proposal to [grantsawards@cca4us.org](mailto:grantsawards@cca4us.org). Make sure to copy (CC) your PCS on your grant proposal submission!

The MDC will review your proposal at its next meeting. The Committee Chair will email 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.

## **STEP 2: WHAT HAPPENS NEXT?**

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 itemized receipts to [grantsawards@cca4us.org](mailto:grantsawards@cca4us.org).

Your report must include the following (please submit as a single PDF):

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, and how much reimbursement is being requested. Note: Reimbursement will be made to the chapter, not to an individual;
4. The names of all who attended the event(s) for which you are requesting reimbursement. Indicate who are members, non-members, and guests. This can be in the form of a sign-in sheet;
5. The names of members who won gift cards, if applicable (CCA will not reimburse local chapter distribution of cash);
6. If you did not get all of the people you anticipated, please explain why;
7. All itemized receipts;
8. An assessment of how well your goals were met, including consideration of unmet goals, and
9. Other thoughts for the Committee.

The MDC will review your report at its next meeting. The Committee Chair will email you within one week of the Committee vote. Once approved, the CCA Treasurer will send the grant check to the chapter at the address provided in the report. Payment is usually processed within a few weeks.

## **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 one request per type of activity is accepted per year.
2. Can a chapter resubmit a request that was not approved?  
Yes! Just make sure to respond to any concerns identified by the Membership Development Committee.

## **QUESTIONS?**

Please feel free to contact the CCA MDC Chair Randa Wahbe [vp@cca4us.org](mailto:vp@cca4us.org)