

Local Planning Grant Application

Application available online at www.cta.org/orgplan or fill out the form below.

Program General Information

- These grant programs are part of the CTA Organizing Plan and provide chapters financial resources to support strategic planning for organizing/member engagement and/or to conduct a local site visit program.
- This is a Chapter Affiliate Grant Program for local union associations (i.e., not meant for individuals, service center councils, or other organizations).
- Applications are accepted on a rolling basis and will be allocated as funds are available.
- The chapter president and CTA primary contact staff person must sign-off on the application. Their electronic signature acknowledges the application is in alignment with the local affiliate's priorities since the chapter is the recipient of the grant funding.
- For release time grant applications: Your local association is responsible for requesting release time from the district. If your president or other local officers are currently on release time, this grant program provides your chapter additional release. Because this program is intended to expand existing chapter planning and/or capacity for member-to-member outreach at sites, grant funds cannot be used to cover existing release time.
- Grant funds are awarded and reimbursed upon completion of the proposed activities and with required documents submitted.
- For more details, please review the Grant Guidelines at www.cta.org/orgplan.
- As the person completing the grant application, you acknowledge that you are a CTA member, are completing this application on behalf of your chapter, and have been designated by your chapter leadership to complete this application on behalf of the local association.

Local Planning Meeting Grant Details

- This CTA grant program provides your chapter resources to support the development of a strategic organizing and member engagement plan.
- Local unions may apply for one Local Planning Grant per academic year. All reimbursement receipts must be submitted by August 31.
- Eligible Expenses:
 1. Release Time: One release time day to participate in your chapter's strategic planning process for local elected Executive Board members who are not otherwise on release time, up to a maximum of 10 Executive Board members.
 - OR
 2. Meeting Expenses: If the planning session is held on non-work time (e.g., weekend, work holiday, or summer) and no release time is utilized, certain meeting expenses may be reimbursed for up to \$200 per elected Executive Board member up to a maximum of 10.
- [Click here](#) for details on the Program Requirements.

Application School Year: 20__-20__

I. Contact People & Information**Person Submitting Grant Application:**

First Name: _____ Last Name: _____

Non-work Email: _____ Role in Local Chapter: _____

Chapter Name: _____

CTA Region: _____ CTA Directorial District: _____

Chapter Address: _____

Chapter City: _____ Chapter Zip Code: _____

Chapter Email: _____ Chapter Phone: _____

Chapter President:

First Name: _____ Last Name: _____

Non-work Email: _____ Phone: _____

CTA Board Member: _____ CTA Primary Contact Staff: _____

II. Local Planning Meeting Grant Information**Names of All Local Executive Board Members**

Please fill out the table below or attach a separate roster to this application.

First Name	Last Name	Role	Non-Work Email	Non-Work Phone Number

Will your planning session agenda utilize the CTA planning tools: [Our Local Union Strength](#) and [Checklist for a Well-Organized Worksite](#)?

- ☐ Yes
- ☐ No - If no, please describe how your strategic planning session will include an assessment of and a plan that strengthens site-based outreach to bargaining unit members via systematic 1:1 conversations, small group meetings and union site meetings; identifying and recruiting site leaders; utilizing union site structures for member outreach and organizing; new membership recruitment; and/or member-to-member organizing campaigns (e.g. for collective bargaining, school board races, community schools, or local issue organizing).

Please attach a copy of the agenda for your local strategic planning meeting.

Grant Budget

Will you be requesting one day of release time for your Executive Board members who are not otherwise on release time to participate in a 1-day planning meeting? (up to a max of 10)

- ☐ Yes
- ☐ No

If Yes, what is the average cost of one release time day in your district? _____

If No, what expenses do you anticipate using grant funds for?

*Please keep your receipts. Itemized receipts will be required with reimbursement requests. Expenditures must be aligned with [CTA member expense guidelines](#). Grant reimbursement maximum for meeting expenses is \$200 per actual elected Executive Board member. Meeting materials include flipchart paper/markers/tape for use during the meeting in order to record your team's discussion and action plan, venue A/V charges, participant binders/folders for handouts, photocopies, and nametags.

Meeting Expenses	Budget Amount
Meeting Room Rental	\$
Lodging	\$
Food	\$
Mileage to/from meeting	\$
Meeting Materials	\$
Total Meeting Expense:	\$

Amount of Grant Requested: \$_____

of Executive Board Members (max 10) x avg. release time cost = estimated project cost
OR

Total estimated meeting expenses (max \$200 per Executive Board member)

III. Review and Acknowledgement

Local President Review and Acknowledgement

I have reviewed the grant application and the program general information.

By signing below, I acknowledge that I am the local president and that the application is in alignment with our chapter's priorities.

Local Chapter President Signature:

Signature: _____

Printed Name: _____

Date: _____

Please submit this completed grant application to your CTA Primary Contact Staff.

*In order for this grant application to be considered complete, you must attach a copy of the agenda for your local planning meeting.