

CTA Organizing Plan: Local Planning & Site Visit Grants - FAQ

General Grant Questions

What grants are available?

The Site Visit grant covers release time for local unions to conduct a local site visit program. The Local Planning grant covers release time or meeting expenses for local Executive Boards to hold a local planning session. Resources are also available for local president release time for organizing. Info on other CTA grants for local chapters can be found at: <https://www.cta.org/localgrants>.

What are the guidelines for applying?

Any CTA Local Union Affiliate can apply. This is an Affiliate Grant Program for Local Chapters (not meant for individuals or other organizations). 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 local chapter affiliate is the recipient of the grant funding.

Can I apply for multiple grants?

Yes! If you have plans for both a local planning session and a site visit program, you can apply for one Local Planning and one Local Site Visit grant in the same year. You can also use these grants to augment the Local President Release Time for Organizing program. Talk to your CTA Primary Contact Staff about additional grant programs that support member engagement and organizing, and for assistance with organizing plan development and implementation.

How do I apply?

You can apply online or with a paper application found at <https://www.cta.org/orgplan>.

My chapter president is already on release time. Can these grants cover them?

Grant funds cannot be used to cover existing release time. These grants are intended to expand existing capacity for member engagement and organizing.

If approved for a grant, how does the release time reimbursement process work?

Your local association is responsible for requesting release time with the District. Contact your CTA Primary Contact Staff for a sample release time request letter, if needed. A sample is also available online at [cta.org/orgplan](https://www.cta.org/orgplan) under the Local Planning and Site Visit Grant section.

When the District sends the release time invoice to your local association, you can process it in one of two ways:

1. The local chapter pays the invoice with the district and then submits the paid invoice through the grant reimbursement process with other required documents. The CTA grant program will reimburse the local association for this paid invoice.
- OR
2. The local chapter submits the unpaid invoice through the grant reimbursement process with other required documents. The CTA grant program will pay the invoice directly to the district.

Local Planning Grants

What does the Local Planning Grant cover?

The Local Planning Grant will cover one release time day for your local elected Executive Board members who are not otherwise on release time up to a maximum of 10 Executive Board members OR meeting expenses for up to \$200 per elected Executive Board member up to a maximum of 10. The grant will only cover release time OR meeting expenses, not both.

What is included in “meeting expenses”?

Covered meeting expenses include meeting room rental, lodging, food, mileage, and meeting materials (i.e., 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).

What is the timeframe for the Local Planning Grants?

Local chapters may apply for one Local Planning Grant per academic year. Local planning meetings taking place over the summer can be applied to the prior academic year (if there wasn't a previous Local Planning grant used that year) or the following academic year. All reimbursement receipts should be submitted as soon as possible but must be no later than August 31.

We have five local executive board members. Can we get release time for ten people and bring site reps or committee chairs?

This year the grant program provides support for local executive boards. The grant will only cover release time for elected local executive board members. Costs incurred for members outside the executive board would need to be covered by the local chapter.

We haven't had a local strategic planning meeting before. How do we get started?

CTA provides [tools](#) to help your chapter conduct an effective strategic planning session that deepens member engagement and organizing. There is a [sample planning meeting agenda](#) along with two union strength assessment and planning tools: [Our Local Union Strength](#) and a [Checklist for a Well-Organized Worksite](#). Contact your CTA Primary Contact Staff for additional guidance and support.

Local Chapter Site Visit Program Grants

What does the Local Site Visit Grant cover?

The Local Site Visit Grant will cover release time for up to the equivalent of one day per actual worksite with a maximum of the equivalent of 20 release time days. If your president or other local leaders are already on release time, this grant program provides your chapter additional release time to plan and conduct site visits. Grant funds cannot be used to cover existing release time.

What is the timeframe for the Local Site Visit Grants?

Local chapters may apply for one Site Visit Grant per academic year. All reimbursement receipts should be submitted as soon as possible but must be no later than August 31.

What can our site visit program focus on?

Site visits should center around local priorities such as asking unit members to join the union, preparing for bargaining and organizing to win a strong contract, school board elections, a community schools campaign, organizing around professional practice issues, or organizing around other local issues.

Who should conduct the local site visits? Who can use the release time for the Local Site Visits?

A site visit team could include current site reps, executive board members, officers, union committee members, and other chapter/worksites leaders.

We have multiple site reps for the same worksite. Can we get release time for multiple people per worksite?

Release time is available for up to the equivalent of one day per actual worksite in your district with a maximum of the equivalent of 20 release time days during the grant period. You can distribute this in a way that works best for you. For example, if your local has ten worksites, you would be eligible for ten days of release time. In this example, you could use twenty half days of release time so that two people could do half day site visits at each worksite.

We haven't had a formal site visit program before. How do we get started?

CTA provides [tools](#) to help your chapter conduct an effective site visit program that deepens member engagement and organizing. Contact your CTA Primary Contact Staff for additional guidance and support.

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