



Local Funding Application Instructions

Local Self-Assessment
It all starts here!



MEA
Michigan Education Association

One of the goals of the **BFCL** initiative is to provide local leaders with the resources they need to strengthen their local associations and get more members actively involved. **BFCL** funds are available to support **NEW** ideas, activities and programs, especially those designed to engage members or increase member political awareness/engagement. Any local (or group of locals) dedicated to developing its capacity is eligible to receive funds to support a **NEW** program, training or activity.

It's **EASY** to request funds:

- ▶ Take the **BFCL** Self-Assessment (available at www.mea.org or by contacting Donna Wickham in the Field Services Department at dwickham@mea.org).
- ▶ Identify one or more of the **BFCL** indicators on which your local will focus as a result of the Self-Assessment.
- ▶ Set some **specific** goals and develop a plan for reaching those goals.
- ▶ **Completely fill out the BFCL Local Funding Application.**

Please note:

- ✓ The funding request **must be received four weeks prior** to your event for processing purposes.
- ✓ **You must be a member in good standing to receive funding.**
- ✓ **BFCL** funding is available one time per year for any local and can be used for materials, mileage, refreshments, and up to five \$20 gift cards. It cannot be used for alcoholic beverages. **MEA will not approve purchases from Sam's Club or Walmart.**
- ✓ **Save your detailed receipts.** You must submit your receipts to **BFCL** in order to receive any funding in the future.
- ✓ **Excess money needs to be returned by check made out to MEA.**
Return to Donna Wickham, 1216 Kendale Blvd., East Lansing MI 48826-2573.
- ✓ **Send photos/video of your event by email with your success story.**
We would like to share your success!

Complete the application, and fax to 517-337-5587 or mail to:

Chandra Madaffer, Vice President
Michigan Education Association
1350 Kendale Blvd., PO Box 2573
East Lansing, MI 48826-2573

Retain this contact information for submitting your receipts.

For more information, contact Chandra Madaffer
at 800-292-1934, ext. 5509 or cmadaffer@mea.org.

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Name of applicant _____

Association position held _____

If you are currently a president, have you ever been in the Local Presidents Academy? _____

Name of local association/group _____

Number of members in your local _____ Region # _____

Your home email address _____ UniServ director _____

Who other than yourself took the **BFCL** Self-Assessment in your local? _____

When was it taken? (month/year) _____

On which **BFCL** indicator(s) will your group focus this year?

(The **eight indicators of a full capacity local** are: advocacy, communications, financial and membership systems, governance, leadership team development, long-range planning, new member induction and political action.)

What specific goal(s) have you set to increase local capacity in the indicator(s) you listed above?

Briefly describe the program or activity you have planned. (Examples: participating in community events; building a float for homecoming parade; meet & greet with members with appetizers provided to collect money for PAC; community picnic; member visits in building with pizza/pop lunch; training)

Is the above program/activity new for your group? YES NO

How will you measure the success of the above program/activity?

In addition to the above program/activity, what else will you be doing this year to achieve the goal(s) you set?

What will be the date(s) of the program/activity above? _____

What is the total cost of the program/activity above? _____

How much funding are you requesting from **BFCL**? _____

What local/name should be on the check so it can get cashed? _____

Signature of local president _____ Date _____

Signature of UniServ director _____ Date _____