



TO: MEA Local Leaders

FROM: Chandra Madafferi, MEA Vice President

DATE: May 1, 2018

RE: **REVISED BFCL GRANT GUIDELINES**

In order to be more fiscally responsible with our members' dues and to keep in line with the goals of the MEA to increase membership and member engagement, we have made modifications to some practices that have been associated with the Building Full Capacity Grants, otherwise known as the BFCL grants.

The BFCL grants are now structured in a more formal process where people will have the chance to apply for funding twice a year and the monies will be awarded based on the merit of the application. Members will have a window to submit their applications. Once the window has closed, the applications will be reviewed as one group and the recipients will be notified whether or not they have been approved.

Grants will be measured based on the number of people it will serve and the type of event planned. Please note, the amount of money requested may not be the approved amount. Consideration will be made to the size of the local and the number of members in good standing. If you are approved for a grant in one cycle, you will not be eligible for the next cycle unless there are remaining funds available. We encourage planning events with other locals and being creative with the monies.

Please refer to the BFCL Grant Guidelines for information regarding your application.

In Solidarity



# Local Funding Application Information for Fall

## BFCL Funding Guidelines

- BFCL Grant monies must be used for activities that either increase member engagement or are used to recruit new members.
- Each application will be considered based on the number of members it would potentially impact and the total cost of the project.
- Monies will be given for no more than two events in a given time frame and may not be used for repeated events throughout the year such as monthly meetings.
- Member engagement activities can be educational or social events which bring rank and file members together to help support each other and show value in our organization.
- Monies shall not be used for local community outreach projects.
- Monies shall not be used for gift cards for drawings or food for meetings.

Priority will be given to locals who have not received funding in the past. Locals are encouraged to work with other locals to utilize the monies to help all MEA members in the surrounding area if appropriate.

**Due to the high number of requests, not every project will be funded. This is a grant process in which applications will be reviewed and approved based on merit. Please do not spend monies in hopes to be reimbursed after the event as there is not guarantee of approval due to limited funds.**



# Local Funding Application Information for Fall

**APPLICATION MUST BE SUBMITTED BETWEEN 5/1 AND 6/30/2018**

Name of applicant:

Date:

Your home email address:

Your position in the local:

Name of local association/group:

Your UniServ Director:

Your Region #:

UNISERV OFFICE ADDRESS

Street:

City/Zip:

When did you take the Local Self-Assessment?

**The eight indicators of a full capacity local are: Advocacy, Communications, Financial/Membership Systems, Governance, Leadership team development, Long-Range Planning, New Members and Political Action.**

What indicator will you be focusing on this year and why?

**NOTE: FUNDING MUST BE USED BETWEEN 9/1/2018 AND 2/28/2019**

How much funding are you requesting from BFCL?

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

Date the check is needed:

Have you requested funding in the past?

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**FORWARD THIS APPLICATION TO YOUR UNISERV DIRECTOR TO DATE APPROVE AND EMAIL TO CHANDRA MADAFFERI, MEA VICE PRESIDENT**

**UNISERV DIRECTOR APPROVED ON:**

<i>Accounting section - for disbursement</i>			
<b>Purpose:</b> BFCL FUNDING	<b>Approved Amount:</b>		
<b>Vendor No:</b> MISC	<b>Payable to:</b>		
<b>Account Number:</b> 01-10-0100-461870C	<b>Mail to:</b>		
<b>Date required:</b>	<b>Approved by:</b>		<b>On:</b>
	<b>Accounting Approved:</b>		<b>On:</b>



## Local Funding Application Information for Fall

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

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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)

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

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

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

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

What is the total cost of the program/activity above? \_\_\_\_\_

**Please list a breakdown of the costs of your event. Feel free to attach any supporting documentation as necessary:**