



GRANT APPLICATION

Date:

Name and affiliation of principal applicant:

Executive Committee region or membership category:

Daytime phone number: Evening phone number:

Personal e-mail address:

Street address:

City or town: State: ZIP:

Description of proposal for project or sponsorship:

Total amount of funds requested and detailed summary of proposed expenditures:

Timeline for project or sponsorship, including starting and ending dates:

Please explain how this project or sponsorship will improve the image of public educators and serve as a positive force in the association's public relations efforts:

Please explain, if applicable, whether there are any ways to engage MTA members in this project (get them to turn out at a community event, participate in a fundraiser, etc.):

Please explain the process used to develop this proposal and the participation of leaders and members in the region or membership category:

Please provide the names of people on the committee that will be organizing and executing the activity described and what support, if any, you may need from the MTA staff:

Please list any supporting documents supplied with this form:

Additional notes:

Compliance with PR&O Guidelines:

- I confirm that I have read and will comply with the attached PR&O grant program guidelines.
- I confirm that all printed items (including apparel) will be purchased and printed through a union vendor. I understand that any items not meeting this condition will not be eligible for reimbursement or direct pay to vendor.
- I confirm that all apparel items (such as shirts, hats, bags, etc.) will include the MTA logo in addition to the local association's logo. I understand that any apparel items not meeting this condition will not be eligible for reimbursement or direct pay to vendor.

Signature of Local President:

SUBMISSION INSTRUCTIONS:

PLEASE EMAIL YOUR COMPLETED FORM TO THE PR&O STAFF ASSISTANT, LAURA MULLEN, AT LMULLEN@MASSTEACHER.ORG.

Next steps:

Upon receipt of a completed application, PR&O staff will seek a requisite recommendation of your application from your Region's MTA Executive Committee Representative. You will be copied on that request. Once that recommendation is received, your application will be added to the agenda for consideration by the PR&O Committee at their next scheduled meeting. Following that meeting, PR&O Staff will be in touch to let you know the committee's decision and, if awarded, will provide instructions for accessing the grant funds.

GUIDELINES:

- PR/Organizing Campaign funds in amounts designated by the PR/Organizing Campaign Committee may be provided for projects and/or sponsorships that improve the image of public educators and have the potential to generate positive public relations for the association.
- An individual MTA local is eligible for up to \$5,000 during any one fiscal year in which the program continues. The committee may approve larger grant proposals that include multiple locals or that cover an entire Executive Committee region or employee category. A separate form must be submitted for each project and/or sponsorship proposed. Potential grant funding is contingent on the amount available at the time the request is considered. Any grant approved shall expire one calendar year from the date it is approved, and the unexpended portion of the funding shall be returned to the main PR/Organizing account.
- Proposals are to be developed by members, Board members and/or local presidents in consultation with the Executive Committee members for the regions and employee categories involved. The involvement of members in developing proposals will be considered when applications are weighed, as will the potential for grassroots member engagement. Applications must be submitted to the committee with the consent of the participating Executive Committee member.
- Funding decisions will be based on the approval of a majority of Public Relations/Organizing Campaign Committee members present and voting or participating in e-mail votes or votes by conference call.
- Further information about any application may be requested at the discretion of the committee or its designee(s). Failure to provide information may be grounds for rejection of a proposal.
- Bills, receipts, invoices and other necessary documentation must be forwarded promptly to the committee's designee(s) for payment. Payment will be based on receipt of acceptable documentation.
- Each grant recipient is strongly urged to submit a one- to two-paragraph report about and, if appropriate, a photo of the funded project upon its completion for potential use in MTA media.
- All printed items (including apparel) must be purchased and printed through a union vendor. Any proposed exception should be clearly stated in the grant application.
- The MTA PR&O Committee will reimburse grant-funded materials that have already been printed by Connolly Printing through Feb. 16, 2023, but grant money cannot be applied toward goods or services from Connolly Printing going forward, nor will MTA reimburse future expenses with that vendor.
- The purchase of printed apparel (such as shirts, hats, bags, etc.) must include the MTA logo in addition to the local association's logo.
- The purchase of alcoholic beverages using grant funds is prohibited and will not be reimbursed.
- The use of MTA's in-house Printing & Mailing Division is encouraged whenever possible.

Updated on July 1, 2024

If you have questions, please contact Laura Mullen:

lmullen@massteacher.org

[617-878-8259](tel:617-878-8259)