

**CSUEU Chapter Grant Request Form**

Chapter grants may be requested for a variety of reasons, including, but not limited to, equipment purchases and special events. Chapter grants are intended to supplement chapter funds for unplanned events and/or expenditures. Chapters should not be dependent upon the grant process to fund routine chapter activities. Those activities should be planned and accounted for during the annual chapter budgetary process.

Chapters should limit grant requests to two per year: one statewide activity and one chapter related activity. Exceptions will be reviewed on a case-by-case basis. **Due to uncertain availability of funds only a limited number of grant requests may be funded.**

Chapter grants are funded by the forfeitures of all chapters and therefore, the following guidelines have been established based on the number of represented employees per chapter:

1. Up to 400 represented employees: $500/grant request
2. 401 – 800 represented employees: $750/grant request
3. 801+ represented employees: $1,000/grant request.

Grants may *only* be requested for germane expenditures including:

1. Statewide activities, including sending additional members to events such as CSUEU Council Meetings, Lobby Day, CSEA Board of Directors meetings, CSEA General Council meeting, Bargaining Unit Council meetings and CSU Board of Trustees meetings.
2. Expenses incurred in conducting chapter general membership and/or committee meetings, including banquet charges, announcements and any other expenses incurred directly as a result of having the meeting(s).
3. Chapter steward activity, such as periodic meetings, steward training, and grievance meetings.
4. Newsletters and/or websites, including the costs involved in publishing a chapter newsletter and maintaining a website, and supplies, printing, mailing, labels and postage.
5. Member training.
6. Publications such as books, pamphlets and newspapers purchased for the chapter.

Chapter grant requests ***CANNOT***be approved for non-germane expenditures (per the regulations pertaining to fair share fees), such as:

1. Expenses involving member recruitment and retention. For example, monetary rewards or appreciation gifts.
2. Any items that are distributed to members only.
3. Community relations, for example, donations to charities or non-profit organizations and special funds such as the CSEA Foundation, Secret Witness Fund, etc.
4. Retirement gifts and/or awards.
5. Any type of political activities, including Get Out to Vote, political rallies and attendance of electoral events **(Chapters are prohibited from encumbering ANYexpenses for ANY type of political activity. All requests for political action funding must be presented to the CSUEU Board of Directors.)**

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**CSUEU Chapter Grant Request Form**

**Chapter:** **Campus:****Date:**

**Request for (include short statement explaining the need and detailed use of grant and attach any supporting documentation including itemized accounting of proposed expenditure):**

[ ] **Equipment Purchase**:

[ ] **Special Event** (include date of event):

[ ] **Other**:

**List past grants received this calendar year:**

**Date Event Amount of Grant Awarded**

            $

            $

            $

**Amount of Requested Funds (Total) $**

**Chapter President:**       Signature:

**2nd Chapter Officer****:**       Signature:

Submit the following **30 days prior** to anticipated event/activity:

• Chapter Grant Request Form

• Chapter Grant Budget Form (page 3)

• Current Financial Statement

Submit the following **within 30 days** after event/activity:

• Chapter Grant Report

• Chapter Grant Budget Form (page 3)

• Current Financial Statement

**Send to:**

 **Vice President for Finance, CSUEU**

**120 K Street, 2nd Floor**

**Sacramento, CA 95814**

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**CSUEU Chapter Grant Budget**

Complete this form indicating the expenditure lines to be augmented, under Grant Amount Requested column. Annual Budgeted Amount column is the Chapter’s latest approved annual budgeted amounts. Submit the completed Chapter Grant Budget with the completed Grant Request Form to the Vice President for Finance **at** **least 30 days prior** to the anticipated event/activity.

**Chapter:       Campus:      Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Item** | **Annual Budgeted Amount** | **Grant Amount Requested** | **Revised Total** |
| 5101 Chapter Meetings |       |       |       |
| 5102 Chapter E-board Meetings |       |       |       |
| 5103 Officer’s Stipend |       |       |       |
| 5104 Newsletter/Website |       |       |       |
| 5105 Job Stewards |       |       |       |
| 5106 Member Recruitment |       |       |       |
| 5107 Campus/Unit Meetings |       |       |       |
| 5108 Chapter Elections |       |       |       |
| 5202 Community Relations |       |       |       |
| 5301 General Council |       |       |       |
| 5302 CSUEU Board of Director Meetings |       |       |       |
| 5304 CSEA Committee Meetings |       |       |       |
| 5305 CSUEU/BUC Meetings |       |       |       |
| 5401 Training |       |       |       |
| 5403 Telephone |       |       |       |
| 5404 Supplies |       |       |       |
| 5405 Postage |       |       |       |
| 5406 Publications |       |       |       |
| 5407 Rent |       |       |       |
| 5408 Equipment Maintenance/Rental |       |       |       |
| 5409 Equipment Purchases |       |       |       |
| 5410 Service Charges |       |       |       |
| 5411 Misc Expense Chargeable |       |       |       |
| 5412 Misc Expense Non-Chargeable |       |       |       |
| 5413 Affiliate Dues and Meetings |       |       |       |
| **Totals** |       |       |       |
|  |  |  |  |

Annual Revenue: $

Current Account Balance: $      **Submit a copy of most current Chapter Financial Statement**

Submitted By (Chapter President) Date

 Signature

**Send the completed Chapter Grant Budget with the completed Chapter Grant Request Form to:**

**Vice President for Finance, CSUEU**

**120 K Street, 2nd Floor**

 **Sacramento, CA 95814**

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**CSUEU Chapter Grant Report**

The Chapter Grant Report should contain a synopsis of the activity/expenditure covered by the grant. Please include an exact accounting of the grant money in your report. Submit copies of receipts with report.

Submit the completed Chapter Grant Report to the Vice President for Finance **no later than 30 days** following the date expenditures are made. Failure to complete the Grant Report will place the chapter in forfeiture until the amount of the chapter grant is recovered.

Chapter President to give a verbal report on grant awarded at the next Board of Director’s Meeting.

**Chapter:       Campus:      Date:**

**Description of activity/expenditure:**

Submitted By (Chapter President and/or Treasurer)

 Signature

Date

**Send the completed Chapter Grant Report to:**

**Vice President for Finance, CSUEU**

**120 K Street, 2nd Floor**

 **Sacramento, CA 95814**