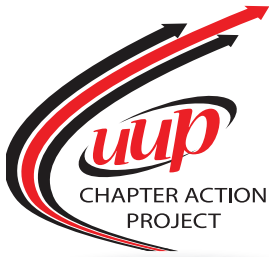


Guidelines and Application for CAP Funding



Guidelines for CAP Funding Fiscal Year 2017-18

The Chapter Action Project (CAP) program is a three-year union initiative funded by NYSUT and developed by UUP to reduce agency fee numbers, activate our membership, build a chapter-based structure to recruit and engage new union members and activists, and build coalitions on and off campus. **The 2017-18 fiscal year will be the last of the CAP program. Funding will be available through August 31, 2018.** Chapters that participate in CAP may submit applications to fund projects related to the Membership Mobilization Campaign through the CAP program.

These guidelines will be reviewed and modified quarterly with NYSUT (barring unforeseen circumstances). CAP monies may not be used to fund organizations other than UUP. The statewide CAP committee will reach out to all chapter CAP teams about upcoming CAP-related events, materials and activities.

1. CAP projects for *non-agency fee rebatable activities*:

- a. Chapters with significant cash balances (over \$10,000) may be required to use chapter funds for CAP activities.
- b. **Applications for funding should be received at least one month prior to the activity** and should be addressed to UUP President Kowal, with copies to the statewide CAP committee (MDO and Secretary-Treasurer). Please feel free to contact a member of the statewide CAP committee to consult on chapter projects.
- c. The chapter CAP team needs to work with the chapter leadership, including the chapter treasurer, to keep them informed of projects for short-term and long-term planning.
- d. CAP team and leadership planning should enable timely submission for project funding.
- e. CAP projects must be approved by the chapter CAP team and chapter executive board and accompanied by minutes of the board meeting at which they were approved.
- f. CAP projects must be associated with the chapter's CAP plans and campaigns outside of regular membership meetings **and include justification, budget and expected outcomes.**
- g. If approved, invoices **must** be submitted to the statewide UUP Accounting Department for direct payment to vendors.
- h. Priority will be given to projects such as the following:
 - i. Building a department or area rep system;
 - ii. Targeting agency fee payers;
 - iii. Engaging in internal mobilization around a UUP issue or cause;
 - v. Food to accompany workshops led by our NYSUT Labor Relations Specialists (workshop list provided with online applications at <http://bit.ly/1TU7uxO>);
 - iv. Other activities related to the chapter's campaigns.

2. Funds for agency fee rebatable materials:

- a. All agency fee items purchased with CAP funds must have the CAP logo.
- b. For fiscal year 2017-18, we are required to identify those members who receive agency fee rebatable items and the CAP project in which they participated. A detailed log should be provided and sent to the statewide CAP committee along with your program outcome materials.
- c. **Applications for funding should be received at least one month prior to the activity** and should be addressed to UUP President Kowal, with copies to the statewide CAP committee (MDO and Secretary-Treasurer). Please feel free to contact a member of the statewide CAP committee to consult on chapter projects.
- d. If approved, invoices must be submitted to the statewide UUP Accounting Department for direct payment to vendors.
- e. CAP agency fee materials **must** be approved by the chapter CAP team and chapter executive board and accompanied by minutes of the board meeting at which they were approved.
- f. CAP agency fee materials must be associated with the chapter's CAP plans and campaigns outside of regular membership meetings and include justification, budget and expected outcomes.
- g. Requests for agency fee rebateable items must go through the statewide UUP Communications Department, including suggestions for vendors. UUP's Communications Department will explore alternate vendors and will work directly with them. **Please note:** Requests for agency fee rebateable items must connect directly with a CAP project associated with the growth and mobilization of the union.
- h. Priority will be given to projects such as the following:
 - i. Building a department or area rep system;
 - ii. Targeting agency fee payers;
 - iii. Engaging in internal mobilization around a UUP issue or cause;
 - v. Food to accompany workshops led by our NYSUT Labor Relations Specialists (workshop list provided with online applications at <http://bit.ly/1TU7uxO>);
 - iv. Other activities related to the chapter's campaigns.



Scan the QR code at right to apply online.
Fill out the PDF and email it to the UUP President
and copy the MDO and Secretary-Treasurer.



Application for Funding

Chapter Name: _____

Prepared by: _____ **CAP Team Leader:** _____

Title of CAP Project: _____

This request references Priority #: _____ (see "h" in instructions)

Amount of Funding Request¹: _____ (include budget for project, if available)

Description of Funding Request: (provide any supporting documentation, if available)

How does this project relate to Priority # above:

Remember: CAP activities require a brief report of the project outcome and list of attendees/ participants. If possible, consider submitting photos to be used on UUP's website and social media.

¹ Once funding is approved, invoices should be submitted to the statewide Accounting Department for direct payment to vendors.

Checks made payable to: _____

FOR INTERNAL USE ONLY

Date of Receipt of Funding Request: _____

Date of Receipt of Final CAP Plan for Chapter: _____

Date of Review by CAP Subcommittee: _____

Date of Consultation with Statewide Accounting Dept.: _____

Date of Approval by Statewide President: _____

Date of Final Approval: _____

Date of Report Submission: _____



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Application for Funding

(Agency Fee Rebatable Activities)

Agency Fee Rebatable materials are items not supporting terms and conditions of employment. CAP items that are agency fee rebatable will be ordered by the statewide Communications Department. **(If items are located online, provide vendor details so they may be researched by the Communications Department for “union-made”, “union-printed”, etc.)**

Chapter Name: _____

Prepared by: _____ **CAP Team Leader:** _____

Title of CAP Project: _____

This request references Priority #: _____ (see “h” in instructions)

Amount of Funding Request¹: _____ (include budget for project, if available)

Description of Funding Request: (provide any supporting documentation, if available)

How does this project relate to Priority # above:

Remember: CAP activities require a brief report of the project outcome and list of attendees/ participants. If possible, consider submitting photos to be used on UUP’s website and social media.

¹ Once funding is approved, invoices should be submitted to the statewide Accounting Department for direct payment to vendors.

Checks made payable to: _____

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Application for Funding

(Use the space below for lengthier descriptions)