



You can download this application electronically at massteacher.org/allin. Once filled out, save this application to your desktop and attach it in an email to allingrants@massteacher.org.

Application for MTA Organizing Funds

We are committed to organizing a more engaged membership to ensure strong, democratic locals and a powerful unified MTA membership. We are committed to increasing membership to achieve greater power and financial stability at the local and state level. To increase membership density, all locals are urged to create a membership plan that reaches out to all potential members in the local. Potential members are those who work alongside MTA members in our 386 locals, benefit from our negotiated contracts, but have not yet joined the union. A membership plan should also include engaging members in democratic, expanded bargaining and developing action plans necessary to win transformative contracts, including living wages and benefits for ESPs, campus, building or district-wide issue campaigns, school committee or municipal election campaigns, legislative and DESE campaigns.

By committing to a deliberate program of talking to all members over the course of each year and inviting them to engage with their colleagues, we believe that potential members will join.

All In Grants support this local work. Locals applying for these funds must have an organizing plan that includes a goal of at least four 1:1 conversations with each member, using a communication system (established or created) based on a 1:20 ratio, and participation in training designed to support this campaign. Locals applying for these funds must also have an intentional campaign plan to reach out to each potential member in their local and urge them to engage with their colleagues in the union and become a member. Locals applying for these funds must request a full bargaining unit list for each bargaining unit in their local twice per year: once in the Fall (target date of October 15) and once in the Spring (target date of March 15.) ** The MTA will provide all locals with instructions for transmitting bargaining unit lists each spring and fall.

Using the application form attached,

1. Describe the work of the local in this school year that will provide the reason/opportunity for 1:1 conversations with all members.
2. Identify members participating in the minimum 1:20 communication system who will be responsible for conducting 1:1 conversations. List buildings, number of members in each building, names of the communication team members.
3. Describe the qualifying organizing/membership training that the local team will attend.
4. Describe how communication system captains will be trained for 1:1 conversations.
5. Agree to review/establish procedures to maintain an accurate list of bargaining unit members.
6. Provide the local's proposed budget, detailing expenditures for the campaign and the grant amount being requested to support the budget.
7. Submit your membership campaign plan.

Process

Completed applications should be submitted via email to allingrants@massteacher.org. The director of Field and Organizing will review applications and respond to requests within a week. The director will work with locals to identify plan modifications that will make the application successful. The decision of the director can be appealed to Executive Director-Treasurer Mike Fadel. The executive director's decision may be appealed to the MTA Executive Committee.



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Application for MTA Organizing Funds

Local: _____ # of members: _____ Fiscal Year: _____
Please do not abbreviate Local Association name

Please describe the unit(s) of your local:

Approval by Local's Governance Structure

Date of Executive Committee/Board Vote: _____

Result of Vote:

Fully in support Not in support Mixed support

Communications Committee

Minimally, a local is expected to designate a Communications Committee consisting of at least one member per building to "captain" this work and recruit at least 1 member per 20 members in each building to carry out the one-to-one conversations. The Communications Committee may be comprised in part or entirely of building/faculty reps, but as the work progresses, other members who could join in this work should be identified. If additional space is needed, please provide a separate sheet.

Name	Building
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Required Elements of Local Power and Action Plan

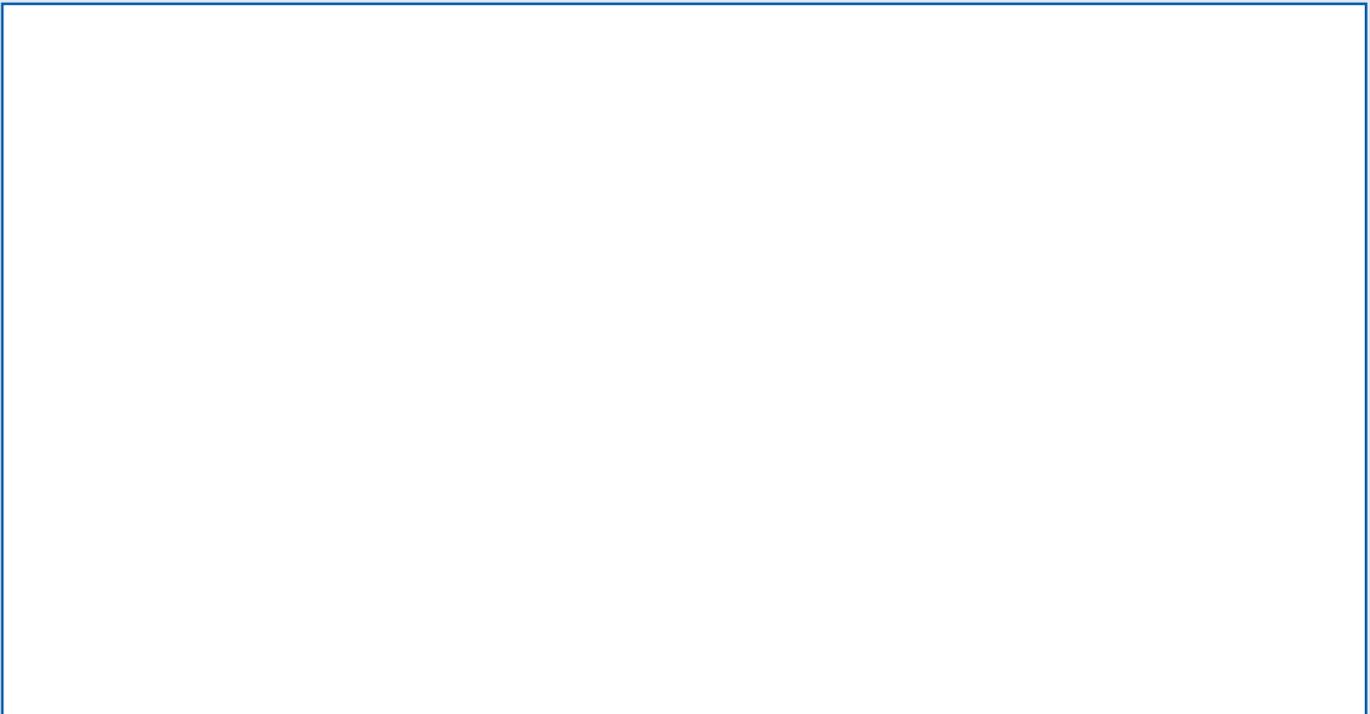
1. Activities within the local that would give cause to member-to-member contact:

(Issue organizing [hot spots]; contract campaigns; statewide initiatives) Be creative!



2. One-to-one conversations with members:

(Include training; talking points; information-gathering method; identification of leaders; increase the cadre of the Communications Committee; calendar of rollout)



Financial Support Needed for Local Power and Action Plan

1. Activities within the local that would give cause to member-to-member contact:

Total amount of funds requested and detailed summary of proposed expenditures. Please list any supporting documents supplied with this form. *Please also include a description of your communications system that you have or plan to implement, and please include any costs associated with sustaining or getting the communications system up and running.*

SUBTOTAL:

\$

2. One-to-one conversations with members:

Total amount of funds requested and detailed summary of proposed expenditures. Please list any supporting documents supplied with this form.

SUBTOTAL:

\$

TOTAL (subtotals 1 and 2 combined):

\$

All In Grant Guidelines

Applications for funding for the current fiscal year (2025-2026) must be received no later than **May 1, 2026**.

Potential grant funding is based on the number of members registered in our membership database at the time the request is considered. An individual MTA Local **is allotted \$6.00 per member** during any one fiscal year in which the program continues. As we near the closing of the fiscal year, we may increase the amount to \$10.00 per member only if the budget allows. You should not plan to have the per member amount increased.

1. The local submits its initial Power and Action Plan - see the application.
2. The local maintains an accurate list of bargaining unit members (including name, home address, home email, building assignment and position or title) and submits the list to the MTA. To obtain the bargaining unit list, **the local will submit a request to their employer for the full bargaining unit list twice per year: once in the Fall (target date October 15) and once in the Spring (target date March 15). The local will forward the bargaining unit lists to the MTA.**
**** The MTA will provide all locals with instructions for transmitting bargaining unit lists each spring and fall.**
3. The local agrees to establish and maintain a two-way communication structure and to use this structure for all organizing or mobilizing activities at the local or building level.
4. The local agrees to send a team to at least one MTA training that include organizing or member involvement during each school year. Qualifying training includes EMAC conference, Winter Skills, Bargaining Summit and Building Rep training. Additional training or conferences that enhance member engagement may be identified to satisfy this requirement.

Upon notification of grant approval, the local may begin the reimbursement process. You are expected to have the resources to fund these activities upfront.

If the local submits bargaining unit lists to the MTA for each of its bargaining units twice per year, no receipts are needed for full reimbursement of an approved plan.

For a local that does not submit bargaining unit lists to the MTA for each of its bargaining units twice per year, the local can still obtain reimbursement for an approved All In Grant plan if receipts are submitted. In this case, the MTA will process reimbursement only after the local supplies ALL required documentation - this means receipts, bills, official invoices, or other proof that payment has been made.

ITEMS GENERALLY NOT REIMBURSED BY THE ALL IN GRANT include the following unless these expenses are incurred due to participation in trainings and / or other conferences noted above in #4 (e.g. EMAC Conference, Winter Skills, Bargaining Summit, etc.)

- Mileage
- Parking
- Hotel/Lodging
- 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. Please note that printing expenses incurred from Connolly Printing will not be reimbursed.

Please share these procedures with your treasurer or the person other than yourself who will be requesting reimbursement on behalf of the local.

The Local agrees to follow this procedure to obtain reimbursement for organizing efforts. Reimbursements are processed after the local president/treasurer submits sufficient documents to verify expenses.

When emailing allin grants@massteacher.org to submit your reimbursement request please indicate **FULL NAME of LOCAL (no abbreviations)** and include **the NAME and ADDRESS where Finance & Accounting should mail the check to**.

All in Grant Reimbursement Conditions

For a local that **SUBMITS THE REQUISITE BARGAINING UNIT** lists:

IF THE LOCAL SUBMITS bargaining unit lists to the MTA for each of its bargaining units twice per year NO RECEIPTS ARE NEEDED for full reimbursement of an approved plan

The local maintains an accurate list of bargaining unit members (including name, home address, home email, building assignment and position or title) and submits the list to the MTA. To obtain the bargaining unit list, **the local will submit a request to their employer for the full bargaining unit list twice per year: once in the Fall (target date October 15) and once in the Spring (target date March 15). The local will forward the bargaining unit lists to the MTA.**

For a local that **DOES NOT SUBMIT THE REQUISITE BARGAINING UNIT** lists:

For a local that DOES NOT SUBMIT the requisite bargaining unit lists MUST SUBMIT RECEIPTS, the Local agrees to submit expenditures quarterly, and all final receipts are due June 1st with a hard due date of June 15th of the current fiscal year.

As part of your ALL In Grant reimbursement request (and for every request) for payment locals are required to:

- Document expenses **AND PROVIDE PROOF** that payment was made.
- Please keep **all receipts of expenses AND copy of method payment** made.
- For every reimbursement request submitted, **indicate FULL NAME of LOCAL (no abbreviations)**.
- Provide the **NAME and ADDRESS** where Finance & Accounting should mail the check to **OR** if EFT is already set up.
- Please **DO NOT SUBMIT GOOGLE DRIVE LINKS** as our server blocks it to prevent the propagation of viruses, **attach all documents to email preferably in PDF format**.

INVOICES & PURCHASE ORDERS (quotes, estimates, paid in full invoices): If you submit an initial purchase order (quote, or estimate) or an invoice that has been paid in full, you will also need to submit proof that payment was made.

- **What to submit:** Estimate/Purchase Order/Invoice **PLUS copy of how payment was made**. (see proof of payment).

RECEIPTS: If you submit a receipt, it must be legible that shows vendor, items purchased, signature with payment and total amount charged.

- **What to submit:** Entire Receipt (itemized portion and signature with total amount paid portion). If the amount requested differs from receipt (e.g. tips) you must provide a copy of the method of payment (see proof of payment).

PROOF OF PAYMENT (is how you paid for the All-In Activity/Expense) if you paid by:

- **Check:** Copy of canceled checks, (FRONT AND BACK) or,
- **Bank Statement:** Copy of statement that shows bank name and account holder and highlighting the vendor and amount paid, **OR**,
- **Credit Card Statement:** Copy of statement showing account holder name and highlighting the vendor and amount paid.

ITEMS GENERALLY NOT REIMBURSED BY THE ALL IN GRANT include the following unless these expenses are incurred due to participation in trainings and / or other conferences noted in All n Grant Guidelines Item #4 (e.g. EMAC Conference, Winter Skills, Bargaining Summit, etc.)

- Mileage
- Parking
- Hotel/Lodging
- The purchase of alcoholic beverages using grant funds is prohibited and will not be reimbursed.

To avoid delays and expedite the reimbursement process, please ensure that you forward ALL required documentation referencing: **ALL IN Grant – Full Local Name to allin grants@massteacher.org** and include the **NAME and ADDRESS to where Finance & Accounting should mail the check to**.

Submitted By: _____
(Print Name of Treasurer / Local President)

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