



MCEA COUNCIL GRANT APPLICATION

Pursuant to Article IX, Section 5, of the MCEA Bylaws:

Each Council may apply to the Executive Board for a grant of funds to be used for organizing, member appreciation function, Council events, etc. Grant applications shall be made on a form provided by the Executive Board, and may be submitted annually on or before August 1; the Executive Board will evaluate applications and respond on or before September 1. Councils may seek an annual grant for an amount not to exceed \$20.00 per council member. Each Council receiving a grant will be subject to annual audit by MCEA.

Please complete each portion fully. Signatures are required from the President and Treasurer or Secretary-Treasurer of each Council. Return the application on or before August 1, to: Wanda Bailey

**Executive Director, MCEA
7127 Rutherford Road
Baltimore, Maryland 21244
wbailey@mcea.org**

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1. Application Date: _____
 2. Council Name/Number: _____
 3. Council contact information (full mailing address, email address):

 4. Number of Council Members as of Application Date: _____
 5. Balance of Council Funds as of Application Date: _____
 6. Banking Institution and Account Number: _____
 7. Date and amount of last grant application: _____
 8. Date and amount of last grant: _____
 9. Dollar amount of this request: _____

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10. What is your Council's proposal for use of the grant funds? (Use additional pages if necessary.)

11. What problem or need does your proposal address, and how was this issue identified?

12. What is the timeline for your Council's proposal?

13. Provide a breakdown of the full cost of the proposal, to include supporting documentation such as pricelists, estimates, etc.

14. Attach a copy of the minutes of the Council meeting at which the grant proposal was approved by council membership.

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We certify that the information provided herein is true and correct, and understand that within sixty (60) days of any expenditure of grant funds our Council must submit to MCEA receipts demonstrating the use of grant funds.

Council President:

Treasurer or Secretary-Treasurer:

Signature

Signature

Print Name

Print Name

Date

Date

Phone Number

Phone Number

Email

Email