

Subject	<b><i>Local Unit Grant Program</i></b>
Section	Economic & General Welfare
Date Approved	March 21, 1986
Effective Date	May 20, 1994
Revision Date	June 15, 2006

## POLICY

The ONA Board of Directors will allocate an amount in the ONA general fund budget for Bargaining Units to be administered by the Cabinet on Economic & General Welfare.

## INTENT

To financially support the activities of Local Bargaining Units.

## PROCEDURE

1. The Cabinet on E&GW may approve allocation from the Bargaining Unit Grant Fund for the following:
  - a. reimbursement to member(s) for bargaining unit related expenses such as mailing, printing, phone, room and refreshments expense, family care, mileage, office supplies;
  - b. educational activities; and
  - c. advertising expenses in support of unit negotiating goals.
2. To receive Bargaining Unit Grant Fund monies, the Bargaining Unit must submit a Grant Fund form. Receipts must accompany all requests.
3. Monies may be disbursed prior to the expense being incurred in exceptional situations (utilizing the "*Application for Bargaining Unit Assistance Grant*" form).
4. All fund advance requests will follow the same procedures as identified in Step 2.
5. The Assistant Executive Director for Labor Relations is authorized to approve up to \$300.00 per Bargaining Unit per fiscal year, either in single or multiple requests.

Attachment: A – Request for Disbursement of Funds Application

Attachment: B – Budget Tool and Worksheet

Attachment: C – Application for Bargaining Unit Assistance Grant Application