HOW TO REQUEST FUNDING FOR YOUR LOCAL ELECTION

Please follow the CTA/ABC Committee's application process below to request funding for your local election. The CTA/ABC forms must be completed and submitted by the deadlines. Please see the CTA/ABC Calendar and Deadlines**.** Late forms will not be funded. Send completed forms to your CTA/ABC Committee member with a copy to your Regional Political Organizer. For more information or questions, call 916-325-1594.

STEP 1: Complete the **Local President Checklist for Preparing and Submitting a Request for CTA/ABC Funding Assistance** form. Use this form to assist you with your planning process when preparing to submit for CTA/ABC funds. This form does not need to be submitted. It is for your personal use.

STEP 2: Complete and submit the **Notice of CTA Chapter Intention to Seek CTA/ABC Funds**. Use this form to notify the CTA/ABC Committee of your intention to seek funding. The completed intention must be received no later than 50 days prior to the election.

STEP 3: Complete and submit the appropriate application form by the deadline. If the application is received 50 days prior to the election, no Intent Form is needed.

Application for CTA/ABC Funds: Chapter PAC
Use this application when seeking funding for assistance for your local chapter PAC candidate campaign. The campaign plan, budget and FPPC forms must be submitted with this application. You may use the CTA/ABC Committee Campaign Plan Questionnaire and PAC Budget form, or provide your own campaign plan and budget documents.

Application for CTA/ABC Funds: Candidate Direct Contribution
Use this application to request funds for contributions directly to the candidate's campaign committee. It is suggested that you submit a campaign plan and budget with this application.

Application for CTA/ABC Funds: Issues Direct Contribution
Use this application when seeking funding for direct contribution to the local issues/measures campaign committee. It is suggested that you submit a campaign plan and budget with this application.

STEP 4: If you receive funding for your local campaign, complete the appropriate evaluation form within 100 days after the election.

Candidate Direct Contribution Evaluation Form
Complete and submit this form after the election for which you received funding for a direct contribution to the candidate's campaign committee.

Issues/Measure Direct Contribution Evaluation Form
Complete and submit this form after the election for which you received funding for a direct contribution to the local issues/measures campaign committee.

PAC Election Evaluation Form
Complete and submit this form after the election for which you received funding for your local chapter PAC. You must attach all of the Form 450s and 460s filed subsequent to the application including the semi-annual filing covering the election.