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To: U.S. Local Union Education Funds/JATCs
Date: January 14, 2025
Re: 2025 MCAA Field Leaders Conference Grant

The International Training Fund's (ITF) Board of Trustees has approved a special grant for all eligible U.S. local union education funds. The ITF will grant \$5,500 for each UA/MCAA foreman administrator who attends one of the two 2025 MCAA Field Leaders Conferences. The purpose of the grant is to continue building our UA foreman administrators' growth as leaders in their locals and in the field. Great leaders make great leaders!

To be eligible for the grant, the following conditions must be met:

1. The attendee must be a Foreman Administrator who has completed UA/MCAA Foreman Certification Course 2012 (formerly Course 443). These are UA members who, in addition have completed UA Course 2012, are also responsible for proctoring and maintaining the integrity and security of the UA Foreman Certification Examinations at their local union training center.
2. The foreman administrator must hold a current UA/MCAA Foreman Certification. If the individual's foreman certification has recently expired, but they are still actively working as a foreman, they are eligible to recertify. Click [HERE](#) for the UA/MCAA Foreman Recertification Form.
3. The attendee must attend all three days of the conference.

Grant requests are now being accepted. You'll need to log into <https://itf.uanet.org> and start a new grant request. Once you complete the request module (survey, purpose, etc.), a second module for request options will display. Select Add Catalog Items, and then scroll down to choose SPEC03 MCAA Field Leaders Grant. You'll enter in the quantity, and then upload the required form (one form per attendee). Add the item and then you can submit the grant!

Once each foreman administrator's credentials are verified, the ITF will send MCAA account login information to the attendee. **It will be the responsibility of the attendee to register with the MCAA and make hotel and travel arrangements.** Following the completion of the MCAA Field Leaders Conference, attendance will be verified, and the grant will be approved. The grant will be made payable to the local union education's fund.

The total grant per attendee will be \$5,500 and includes the conference registration cost of \$1,195.00. The grant is intended to cover 40 hours of wages and all travel related costs to attend the conference. Any unspent funds may be used by the local union education fund for other training program initiatives.

If you have any questions, please contact Jocelyn Crowder, Fund Administrator, at JocelynC@uanet.org or by phone at 410-269-2000 ext. 4010.