

### Grant Cycles

#### Credit Union Development & Chapter Grant Requests:

<b>Application Deadline</b> February 21, 2020	<b>Grants Committee Meeting</b> March 4, 2020
--	--

Credit Union Development grants include, but not limited to:

- Annual Training Calendars
  - Planning Sessions
  - Equipment
  - \*Audits that are not required annually or biennial
  - Hardware & Software Upgrades
  - Hispanic Outreach
  - Credit Union Development Educator Program (CUDE)
- For a complete list of audits eligible for grant assistance, visit [www.cscuf.coop/apply\\_for\\_grants.html](http://www.cscuf.coop/apply_for_grants.html)

Chapter grants include, but not limited to:

- Speakers
- Experiential Learning Programs: Reality Fair or Retirement Fair Materials, Life Simulations, etc.
- Planning Sessions
- Community Outreach Programs

#### Financial Capability Grant Requests will be accepted year-round.

Financial Capability grants include, but not limited to:

- Community Financial Capability Outreach Programs
- Financial Education Curriculum
- Financial Capability Experiential Learning Program Toolkits (i.e. Reality Fair, Retirement Fair, etc.)

### Eligibility

1. The applicant must be an employee or volunteer of an Arkansas, Oklahoma, or Texas credit union.
2. Credit Unions are eligible for one Credit Union Development grant, and one Financial Capability grant per year.
3. Cornerstone Credit Union League Chapters are eligible for one Chapter grant per year.
4. Non-profit organizations that strive to improve the financial well-being needs in their community must have a credit union partner engaged in the grant request initiative, and the credit union must apply for the Financial Capability grant on behalf of the partnership.

### The Foundation will not fund the following:

- Requests that involve a liability to the Cornerstone Credit Union Foundation (CSCUF) beyond the amount of the grant;
- Requests for general operating costs or capital improvement support;
- Cash donation to a third party or for investments in or for the purchase of land and real estate, buildings, stock, securities, or any other similar type of investment;
- Fraternal organizations or religious organizations for religious purposes;
- Political entities, organizations, or activities;
- Conference travel outside of the continental US;
- Organizations that discriminate on the basis of sex, religion, gender, or national origin.

## Instructions for Submission

1. A separate application is required for each type of grant request.
2. Include a cover letter to the Grants Committee explaining your request and why it is essential.
3. Incomplete applications will **NOT** be accepted. **Attach all required documents** as described if applicable:
  - Credit Union Development Grants:
    - Detailed description of services and price quotes from vendor and/or for equipment and supplies;
    - Completed CU Training Calendar;
    - Detailed project budget and evidence of capability to implement Hispanic Outreach initiative.
  - Chapter Grants: detailed description and price quotes for all expenses related to the request
  - Financial Capability Grants:
    - Evidence of capability to administer funds and implement initiative;
    - Detailed and complete project budget;
    - Explanation of how grant funds will coincide with the stated mission of the Cornerstone Credit Union Foundation, “Empowering people to improve their financial well-being”.
4. President or CEO of the credit union or chapter must co-sign grant application.
5. Mail, fax, or email your completed grant application:

Emily Moreno, Grants Manager  
Cornerstone Credit Union Foundation  
6801 Parkwood Blvd., Ste. 300  
Plano, TX 75024  
Phone/Fax: (469) 385-6483  
[emoreno@cscuf.coop](mailto:emoreno@cscuf.coop)
6. CSCUF Grants Manager will contact you upon receipt of your grant application. If you do not receive notification within a week of submission, please contact the grants manager to ensure your application was received.

## Process

1. The Grants Committee, consisting of CSCUF Trustees appointed by the Board Chairman, will review all grant applications. A report of all grant authorizations will be made to the full Board of Trustees at the next regularly scheduled Foundation Board meeting.
2. Approval/denial of applications will be personally communicated with applicants by the Grants Manager within one week of the Grants Committee meeting, followed by a formal approval letter.
3. Grant funding will take place as follows:
  - Most grant funds will be issued by reimbursement of incurred expenses after a detailed expense report with all receipts or invoices and a completed Grant Impact Report form have been submitted to the Grants Manager.
  - Program grants will include a customized contract outlining the program details and funding timeline.
4. Credit Unions are required to notify all staff and board of the awarded grant via email and copy Grants Manager.
5. Chapters are required to notify chapter credit unions of the awarded grant via email and copy Grants Manager.
6. Cornerstone Credit Union Foundation must receive public recognition by way of website, newsletter, social media, and/or print collateral for all program contract grants.
7. Recipient must use the grant during the calendar year it is awarded unless otherwise specified in request or granted by Grants Manager, and grant funds are provided for only for the purpose stated on the application. Funds spent on other training, projects, or events may not be reimbursed. If grant funds are unused in this calendar year, funds may be re-claimed for future use.

### Type of Grant Needed

**Credit Union Development Grant:** Credit Union Development Educator (CUDE), Annual Training Calendar, Hispanic Outreach, Audit, Planning Session, Equipment, Technical Assistance, Software, Hardware, etc.

Specify request: \_\_\_\_\_

**Chapter Grant:** Speakers, Planning Session, Community Outreach Programs, Reality Fair or Retirement Fair Materials, etc.

Specify request: \_\_\_\_\_

**Financial Capability Grant:** Community Financial Education Outreach Programs, Financial Education Materials or Toolkits, etc.

Specify request: \_\_\_\_\_

Grant Amount Requested \$ \_\_\_\_\_

Total Project Cost/Budget \$ \_\_\_\_\_

Credit Union or Chapter Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Contact Direct Phone #: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Have you ever applied for a grant from the Foundation? (Yes or No) \_\_\_\_\_

Purpose/goal of grant or program description including measurable objectives:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**Explain how this grant will benefit your credit union, chapter, and/or the community:**

---

---

---

---

---

---

---

---

---

---

**List alternate funding or grant sources and estimate amount of assistance (i.e. local CU, Chapter, CUNA, sponsor company):**

---

---

---

---

---

---

---

---

---

---

**If you receive only a portion of your grant request will you proceed with this training or program? (explain)**

---

---

---

---

---

---

---

---

---

---

**Partner organization contact information - org name, contact name, phone number, address, email (if applicable):**

---

---

---

---

---

---

---

---

---

---

- I, the undersigned, do attest to the best of my knowledge that the information contained in this application is true, factual, and accurate.
- I understand that this application is for one year only, and if accepted, funds awarded must be used in the same calendar year.
- I understand that an incomplete grant application will not be accepted. This includes the acknowledgement and approval of this application via the President/CEO's signature below and submission of all necessary documents as outlined in the grant application guidelines instructions for submission.
- I understand that grant funds are subject to reimbursement of expenses unless grant is funded through a program contract.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
*Signature of Person Responsible for Proposal Details and Completion of Project/Training*

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
*Signature of Credit Union or Chapter President/CEO*

## Credit Union Profile & Financials Worksheet

**All credit unions MUST complete this form.**

Credit Union Name: \_\_\_\_\_

Credit Union Assets: \_\_\_\_\_ Number of Members: \_\_\_\_\_

Number of Employees Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

Charter Number: \_\_\_\_\_

Your most recent Financial Performance Report (FPR) can be viewed via NCUA's website: <http://fpr.ncua.gov/>

Choose the option to view a 2-page FPR summary for one credit union online. Input your CU's charter number and select Ratio Analysis. In the worksheet below, you will provide the ratios taken from your online FPR.

Please use the two most recent quarter's information from the report and the peer average.

\*\*\*If peer average is not available for most recent quarter, please select to view previous quarter and provide data available. Incomplete submissions will not be accepted.

NCUA – Financial Performance Report Ratio Analysis	Credit Union (2nd most recent quarter)  Date _____	Credit Union (most recent quarter)  Date _____	Peer Average (most recent quarter ***available)  Date _____
Net Worth / Total Assets (line 1)			
Delinquent Loans / Total Loans (line 6)			
Net Charge-Offs / Average Loans (line 7)			
Return on Average Assets (line 11)			
Cost of Funds / Avg. Assets (line 17)			
Provision for Loan & Lease Losses / Avg. Assets (line 20)			
Net Operating Exp. / Avg. Assets (line 24)			
Total Loans / Total Assets (line 28)			

## Credit Union Annual Training Calendar

Complete this page for professional development training grant requests only. Include one or all training opportunities that credit union staff and volunteers wish to attend through the entire calendar year. Include as much information as possible, and estimate expenses if you are unaware of registration fees or travel expenses at the time of grant submission. Grant funds are provided only for the event(s) listed below. Funds spent on other training or events may not be reimbursed. If grant funds are unused in this calendar year, funds may be re-claimed by CSCUF for future use.

Training opportunities can be offered through the Cornerstone Credit Union League or industry related organizations, and the training must be beneficial to credit union development. CSCUF does not offer grants for the following: higher education purposes such as university, college, or trade school, or for any political engagement such as state and national GAC. SCMS scholarships must be applied for separately via the SCMS website.

Name & Date of Event(s)	Number of Attendees	Total Registration Expense	Total Travel Expense	Total Lodging Expense	Total Misc. Expense	Total Incurred Expenses for Event
<b>TOTAL EXPENSES FOR ENTIRE TRAINING CALENDAR WISH LIST:</b>						\$