Credit Union Foundation

Of Maryland and the District of Columbia

Financial Literacy Programs

# Funding Application

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Credit Union Foundation of MD & DC

# General Grant Application Guidelines

*The Credit Union Foundation of MD & DC (the Credit Union Foundation) is organized and operated for purpose of improving people’s lives by supporting and encouraging the development of the credit union movement and credit union staff, with the goal of improving the financial health of the members and communities they serve.*

*The Credit Union Foundation creates improvements in people’s lives by enabling them to achieve personal financial self-sufficiency through programs that enhance financial literacy and provide personal, affordable financial services. We do this by:*

* Developing philanthropic resources;
* Sponsoring programs beneficial to credit union members; and
* Supporting programs in the field of financial self-sufficiency

Please assess your request against these basic requirements:

*Supports Foundation Goals -Does your proposal:*

* Assist, advance, and strengthen the financial health of your members and communities you serve?

*Critical Considerations – Does your proposal:*

* Address problem(s) and create sustainable solutions?
* Identify populations to be affected?
* Incorporate an evaluation method that can demonstrate outcomes?
* Involve other credit unions, agencies, or institutions in a collaborative manner?

*Uses Resources Responsibly – Does your proposal:*

* Demonstrate good stewardship of resources *(highest & best use of grant funds)?*
* Promote programs that can be replicated?

Credit Union Foundation of MD & DC

To be included in the review of grant submissions this application should be completed and returned to the Credit Union Foundation of MD & DC via email attachment send to: [info@cufound.org](mailto:info@cufound.org?subject=2009%20Financial%20Literacy%20Grant%20Application).

Grant Application Process:

* Fully complete this application. Be sure to secure signatures as needed.
* Complete the application using Microsoft™ Word.
* Enter all text inside shaded areas.
* Save your document.
* Return the completed application to the Credit Union Foundation: [info@cufound.org](mailto:info@cufound.org). The signature page may be mailed or faxed to (443) 853-1977.
* Retain a copy for your own records.
* Maximum grant award for any one applicant is $1,000, with higher limits available for collaborative efforts involving more than one credit union or organization. Collaborations involving larger credit unions (>$100 million in assets) and smaller credit unions (<$50 million) are encouraged.
* Awards will be announced on a “rolling” basis

Financial Literacy Proposal Information Form

*In preparing a proposal for your project, the Foundation needs the following information. Please answer the questions as best you can. Use extra pages, if necessary, and attach any supporting literature.*

Date:

Foundation Use:

 Approved  Amended  Disapproved

Approval Date:

Reimbursement Date:

Submitted By (name):

Credit Union:

Street Address:

City, St., Zip:

Email:

Telephone:

Project Name:

Total Program Costs: $0.00

Grant Request: $0.00

Does project require your credit union’s Board approval?  Yes  No

If “yes”, approval was received on (date):

Important Considerations:

1. Will your project be financially self-sustaining at end of the grant period?  Yes  No

Notes:

2. Will your project have a positive impact on the financial self-sufficiency of your members and/or the target population for your project?  Yes  No

If yes, how?

3. Does the project support the Credit Union Foundation’s mission?  Yes  No

If yes, how?

1. What is the desired time schedule? (When would you begin project?)

1. Will any other credit unions, institutions, or agencies be involved in this project?  Yes  No

If yes, please list the organizations and describe their participation in the project.

Organization: Role:



Financial Literacy Proposal Information Form

**Background:**

*What is the financial literacy problem you will solve? (Describe the problem and how it affects Maryland and District of Columbia Credit Union members and/or communities). What or who is the target population or service area affected? How will your approach solve the problem? Why is your approach the most appropriate to take?*

**Objectives:**

*Describe your proposed project:*

**Procedure:**

*How will you initiate and perform your program? (Your proposed tasks should have a logical progression about them so a reviewer may see their relationship to your goals. Well-described project tasks will also be helpful in identifying and justifying budget items. List any specific scheduling for various phases or action items of the project.)*

**Evaluation:**

*How will you know your project works? (All projects should include a component to evaluate their effectiveness and to identify program elements requiring further change. This component should describe how the evaluation would be conducted, when it will occur during the project period, who will carry out the evaluation, and what the criteria for the evaluation will be. The evaluation should probably not be conducted by persons connected with the performance or administration of the project.)*

**Future Funding:**

*Will continued funding be required to sustain this project? What source(s) of future funding have you identified?*

**Program Maturity**

*Is this funding request for a new program or does the program exist already?*

New  Existing

**Your Commitment to the Program**

*Can the program be performed if the Foundation is only able to fund a portion of the funding request?*

Yes  No

*How, or why won’t the program be performed if only partial Foundation funding is offered?*

**Program Sharing**

*Are you willing to share the program, its materials, successes and challenges?*  Yes  No

**CU Foundation Support**

*Have you received financial literacy support from the Foundation this year?*

Yes  No

*How does your credit union support the CU Foundation of MD & DC?[[1]](#footnote-1) (Check all that apply)*

Annual appeal donor  CIF investor  iGive™ participant[[2]](#footnote-2)

Special event supporter  We display the Foundation logo and link on our website

Other:

Financial Literacy Information Form

Budget Information:

Itemize below the proposed budget for your project. Include all costs, even if you are not asking for Foundation support for them. This sheet should reflect the entire cost of performing the project as noted on page 1.

If exact cost is not known, list estimated cost. These figures should relate directly to the various tasks involved in the project. If other sources of funding are being used for the project, list the amount and source)

1. Human Resource Costs *(List payroll/benefit costs relating to project)*

Position Project Payroll Expense

*(Example)* Branch Manager $2,750.00

* 1. $0.00
  2. $0.00
  3. $0.00
  4. $0.00

Subtotal Salaries $0.00

1. Equipment *(Identify each item)*
   1. $0.00
   2. $0.00
   3. $0.00
   4. $0.00

Subtotal Equipment $0.00

1. Supplies & Refreshments
   1. $0.00
   2. $0.00
   3. $0.00
   4. $0.00

Subtotal Supplies, etc. $0.00

1. Facilities *(Rent; costs involved in preparing facilities)*
   1. $0.00
   2. $0.00
   3. $0.00
   4. $0.00

Subtotal Facilities $0.00

1. Other Expenses *(Itemize travel, telephone, printing, etc.)*
   1. $0.00
   2. $0.00
   3. $0.00
   4. $0.00

Subtotal Other $0.00

Total Project Budget $0.00

Minus Grant Request (Max. $1,000) $0.00

Your Financial Commitment To The Project $0.00

[[3]](#footnote-3)Approval of all appropriate applicant authorities:

Applicant’s Signature/Title Date

Credit Union/Organization CEO/President Date

*(If different than applicant)*

Credit Union/Organization Board Chair Date

Additional comments regarding project from management or governing Board:

1. *Foundation support is not a requirement for favorable consideration* [↑](#footnote-ref-1)
2. *iGive™ is the easiest way for credit unions to support the Foundation at no cost to themselves. For more information, go to our iGive link by typing into your browser - http://www.igive.com/welcome/warmwelcome.cfm?c=34499   
   After the short registration process be sure to download the iGive Toolbar and you’ll start supporting the CU Foundation automatically. Type into your browser - http://isearch.igive.com/toolbar.cfm* [↑](#footnote-ref-2)
3. *If you are submitting your application as a completed Word™ file (preferred), this signed sheet may be faxed or mailed separately. The Foundation’s fax number is (253) 663-9557.* [↑](#footnote-ref-3)