NEW JERSEY AND PENNSYLVANIA
CREDIT UNION FOUNDATIONS
c/o 4309 North Front Street
Harrisburg, PA 17110

SMALL CREDIT UNION ASSISTANCE GRANT APPLICATION INSTRUCTIONS

Please return the completed application and attachments to: Kathleen Fey, Executive Director
New Jersey and Pennsylvania Credit Union Foundations,
4309 North Front Street, Harrisburg, PA 17110 Or by email to *kathleen.fey@pcua.org*
Questions? Call 800-932-0661, ext. 2244 or email *kathleen.fey@pcua.org*

This Small Credit Union Assistance grant application may be used for several types of grants. You may apply for one Small Credit Union Assistance grant per year.

Grant Types (See Section 2)

- Technology Needs
- Member Access Services
- Online Services
- Marketing Initiatives
- Strategic Planning*
- Implementation of EMV*

Eligibility (Credit Unions only)

- Credit unions with assets of less than $30 million
- Must have had a strategic planning session within the last five years
- Must commit to investing 50% of total project cost
- Stated goal of the funded project must address primary credit union challenges
- Preference given to those serving underserved populations

Application Materials

- Application, signed by the credit union CEO
- Copies of bids or invoices for the project
- Budget detail (Format: Expense line items / narrative of how the expense was determined / amount)
- Plan for sustainability of the project, if applicable
- *Additional information is required for Strategic Planning and EMV grant applicants. See page 4

Awards

- Small Credit Union Assistance grants will be a maximum of $10,000 or 50% of the total project cost, whichever is less.
- A credit union may receive a maximum combined total of $10,000 in Foundation funding per year across the four grant Categories (Financial Literacy, Small Credit Union Assistance, Professional Development, Disaster Relief), but may not apply more than once each year per Grant Type (refer to Grant Types above).

Reporting

- Technology and EMV grantees must submit a copy of paid invoice(s) relating to this project within 90 days of grant approval, unless otherwise agreed. EMV grants are given as a reimbursement.
- All other grantees must submit a mid-year and year-end Monitoring Report for up to 24 months following the grant issue date. The Monitoring Report form will be supplied by the Foundations. Success measurements will be based on stated project goals and measurable value to the credit union and/ or its members

SMALL CREDIT UNION ASSISTANCE
GRANT APPLICATION

SECTION 1 – GENERAL INFORMATION

Name of Credit Union _____
CEO/Manager's Name & Job Title _____
Charter # _____
Address _____

Grant Contact's Name & Job Title _____

GrantContact'sTelephone/Extension_____

Grant Contact's Email _____

Does your credit union have assets of less than $30 million? _____
Does your credit union serve underserved members?_____
Does your credit union have an active Foundation Grant?_____
Does your credit union commit to investing 50% of the total project cost?_____

SECTION 2 – PROJECT INFORMATION

What type of grant are you applying for? (Refer to Page1) _____
What is the name of this project? _____
What is the main goal of this project?_____
What are the project start and end dates?_____
Please provide a summary of this project. Attach additional sheets, if needed.
_____
_____
_____

How does your credit union plan to sustain this project, if applicable?
_____
Have you had a strategic planning session within the last five years?_____
If yes, list month and year: _____
Name of individual or organization which provided the session:_____

Does this credit union have a website? List the URL:

SECTION 3 - BUDGET - Refer to page 1, Instructions, Awards

Add additional lines as needed. Attach bids/invoices.

Line Item	Description or Calculation	Amount

Total Project Cost 0.00

Total Requested from the Foundation 0.00

Section 4. ANALYSIS - Your Credit Union's Financial Condition and Trends

Part 1: Financial Assessment of Credit Union

	YTD Current Year	Prior Year	Two Years Prior
Net Worth Ratio			
ROA			
Delinquency Ratio			
Charge Off Ratio			
Operating Expense/Asset Ratio			
Loan/Asset Ratio			
Loan Growth			
Asset Growth			
Membership Growth			

Part 2: If Net Worth Ratio is under 8 and/or ROA is negative for any of the three periods listed above, please explain how this will be addressed. If any other adverse or weak financial ratios or trends are shown, please explain how this grant will benefit your credit union members and positively impact these ratios or trends.

_____

Section 5 - PRESIDENT / CEO / MANAGER / SIGNATURE

Total Grant Request $ 0.00

Printed Name _____
*Title*_____
*Signature*_____
Date _____

Strategic Planning and EMV Implementation applicants, please complete page 4.

GRANT CHECKLIST:

- *Have you completed all information on this application?*
- *Have you attached any bids or invoices for the project?*
- *Have you completed the budget detail?*
- *Have you explained your plan for sustainability, if applicable?*
- *Has the credit union's CEO signed this application?*
- *If you are applying for a Strategic Planning or EMV Implementation grant, have you completed page 4?*

STRATEGIC PLANNING GRANT APPLICANTS ONLY

Strategic Planning Applicants: – Complete this section only if you are applying for a Strategic Planning Grant.

Date of Planning Session(s): _____
Led by:_____
Total Cost: $ _____

Bid Information (Please list information for two bids below and include a copy of each bid with this application.)

Bid #1
Name _____
Cost _____

Bid #2 _____
Name _____
Cost _____

Which is preferred? _____

Please explain the reason for your preference. _____
_____
_____
_____

EMV IMPLEMENTATION GRANT APPLICANTS ONLY

EMV Grant Applicants (Europay, MasterCard and Visa) - Complete this section only if you are applying for a EMV Implementation Grant.

Current number of issued credit cards_____

Projected number of cards in 12 months_____

Is your credit union planning to amortize the costs of implementing EMV? _____

If so, over what time period?_____

What are your annual losses to fraud?_____

Provider Name: _____

Note: Grants awarded for EMV Implementation will be disbursed as a reimbursement to your credit union following the actual expenditures.