

**FINANCIAL LITERACY PROJECT
GRANT APPLICATION INSTRUCTIONS**

Please return the completed application and attachments to: Kathleen Fey, Executive Director
CrossState Credit Union Foundation
4309 North Front Street, Harrisburg, PA 17110 Or by email to kfey@crossstate.org
Questions? Call 800-932-0661, ext. 2244 or email kfey@crossstate.org

This Financial Literacy grant application may be used for several types of grants. You may apply for one Financial Literacy grant per year.

Grant Types

- School/Adult/Workplace Education Programs
- Print, audio, visual materials purchase/distribution
- Financial Literacy Website Development
- School Branch Development
- Financial Reality Fairs

Eligibility

- Any credit union, chapter, school, or educational non-profit organization
- School and non-profit organization applicants must partner with a credit union. The credit union must submit the application
- The credit union, chapter, school and/or non-profit applicant must agree to invest 50% of the total project cost.
- The stated goal of the funded project must address advancement of financial literacy skills

Application Materials

- Application from the credit union, signed by the 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
- School Agreement (for School Branch Development)

Awards

- Financial Literacy projects 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 five grant Categories (Financial Literacy, Small Credit Union Assistance, CDFI Assistance, Professional Development, Disaster Relief), but may not apply more than once each year per Grant Type (refer to Grant Types above).

Reporting

- 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 Foundation. Success measurements will be based on stated goals and measurable value to the credit union and/or its members.

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Section 1 - General Information

Name of Credit Union or Chapter _____

Charter # _____

President/CEO/Manager's Name & Job Title _____

Address _____

CU Contact's Name & Job Title _____

CU Contact's Telephone _____

CU Contact's Email _____

Name of Partnering Organization (if any) _____

Address _____

Partner Contact's Name & Job Title _____

Partner Contact's Telephone _____

Partner Contact's Email _____

Section 2 – Project Information

Has the applicant applied for another Foundation grant this year? _____

What type of grant are you applying for? (Refer to page 1, Instructions, Grant Types) _____

What is the name of this project? _____

What is the main goal of this project? _____

Please provide a summary of this project. Attach additional sheets, if needed. _____

When will the project start and end? _____

How do you plan to sustain this project in the future? _____

Does the applicant agree to invest at least 50% of the total project cost? _____

Will credit union applicants participate in a site-based component of this project? _____

Does the applicant agree to track and report the results of this project to the Foundation?

(Refer to page 1, Instructions, Reporting) _____

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

Add additional lines as needed. Attach bids/invoices.

Line Item	Description or calculation	Applicant will pay	Foundation Request	Total

Total Project Cost _____
 Total Requested from the Foundation _____

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

Part 1: Financial Assessment of Credit Union (Chapters do not have to complete this section.)

	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 \$ _____
 Printed Name _____
 Title _____
 Signature _____
 Date _____

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?
- Has the credit union’s CEO signed this application?