



## **Grant Application for the Community Development Financial Institution (CDFI) Certification and Grant Writing Assistance**

Credit unions interested in certifying as a Community Development Financial Institution (CDFI) and/or acquiring grant writing assistance for the annual CDFI grant submission, may be eligible for grant assistance through CrossState Credit Union Foundation.

This grant is intended to help underwrite the costs of outside expertise for the steps necessary to complete the certification process. The first step in this process is certification as a CDFI allowing an organization to apply for awards under the CDFI Fund's competitive programs. Once a credit union becomes certified, the second step is a grant proposal designed to help fund lending initiatives aimed at the underserved. Both actions may require the use of outside expertise. Credit unions selecting Credit Union Strategic Planning or other reputable providers as the outside expert may apply for assistance by completing this grant application.

**Grant Assistance** will be based on need, readiness, and the likelihood of receiving CDFI funding. Need, readiness, and likelihood will be determined by the CrossState Credit Union Foundation's grant committee in consultation with outside experts described above. Funding is limited to one-half to one-third of the cost of certification and one-half to one-third of the cost of grant writing, for a combined total of up to \$10,000, whichever is less. Add additional pages, if necessary.

**Grant Repayment.** Credit union-grantee understands and agrees that if a grant is awarded pursuant to this application, such grant is expected to be repaid. If a CDFI grant is funded and received by the credit union-grantee, credit union-grantee agrees to repay the Foundation in full and in one lump sum not later than 30 days after the CDFI grant is funded. If a CDFI grant is NOT awarded to the credit union-grantee, credit union grantee agrees to work collaboratively with the CrossState Credit Union Foundation to develop a mutually agreeable repayment plan designed to repay the CrossState Credit Union Foundation at least 20% of the total grant over some period not to exceed twenty-four (24) months from the date of denial of a CDFI grant.

**Date of Application:**

**Applicant Name:**

**CEO/Manager:**

**Organization Address:**

**City, State, ZIP:**

**Telephone:** (     )

**Facsimile:** (     )

**Contact (if another)**

**Telephone:** (     )

**Email Address:**

The credit union will be completing the certification process during 2022

The credit union intends to engage an outside firm to complete the grant application

Name of outside grant writing firm

The credit union will be wiring the grant internally

Provide a summary of the intent of the grant and how the CDFI award will be used.

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## Funds Required

Below are several funding-based requests for information that must be completed before your application will be considered. If you are unsure about the amounts please explain why in the explanation line below.

\$ Total estimated cost of certification

\$ Total estimated cost of grant writing

\$ Project CDFI award expected

\$ Total Funding Request

Explanation if needed

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**Total Amount of Leveraged Funds:** *Is the credit union contributing any funds to this project and/or applying for any funds from NCUA or any other entity for this project? Please list any pending grant applications or sources for funding, such as from the credit union.*

List Source(s)

	Amount
_____	\$
_____	\$

**If you have unmet financial needs for your project, how will you fund those?**

**Timeline for Implementation of Project:**

*Please describe, your anticipated timeline for the process*

**Do you anticipate requesting funding from our Foundation for this or a similar-related project within the next calendar year?**

Yes

No

**Will you be able to do any part of this project without funding from our Foundation?**

Yes

No

**Name of Person Responsible for Proposal  
and Completion of Project**

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The undersigned agrees to repay the CrossState Credit Union Foundation in full and in accordance to the provisions provided above.

***Please include the following with your application:***

- 1) Letter from the Chair of the Board of Directors in support of this application
- 2) Detailed Project Budget outlining ***all revenue and expenses*** for this project
- 3) Letter of support, if applicable
- 4) Business or fundraising plan, if applicable
- 5) Submit this application via email to Sue Ward-Diorio, [sward-diorio@crosstate.org](mailto:sward-diorio@crosstate.org) and questions can be directed to 717-839-2244.