



**Grant Cycles**

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

<b>Application Deadline</b>	<b>Grants Committee Meeting</b>
March 1, 2021	March 10, 2021

Credit Union Development grants include, but not limited to:

- Annual Training Calendars
  - Planning Sessions
  - Website, Online Banking, Remote Capture
  - Equipment, Hardware & Software Upgrades
  - \*Audits that are not required annual or biennial
  - Hispanic Outreach Initiatives
  - COVID related needs (PPE, etc.)
  - Credit Union Development Educator Program (CUDE)
- For a complete list of audits eligible for grant assistance, visit <https://www.cornerstoneleague.coop/foundation/apply-for-a-grant>

Chapter grants include, but not limited to:

- Speakers
- Experiential Learning Programs
- Planning Sessions
- Community Outreach Programs

**Financial Capability Grant Requests:**

**Applications are accepted year-round.**

Financial Capability grants include, but not limited to:

- Community Financial Capability Outreach Programs
- Financial Education Curriculum
- Financial Capability Experiential Learning Programs
- Save to Win Programs

**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. SCMS Scholarships are administered separately and are not included in an annual training calendar.
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 liability to the Cornerstone Foundation 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, race or national origin.

## Instructions for Submission

1. Please visit [www.cornerstonefoundation.com](http://www.cornerstonefoundation.com) to access the links for our online grants portal.
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 submit the final application. Applications may be completed by one individual and then transferred to the President/CEO for final review and submission.
5. You will receive an automatic confirmation email after submission of your online grant application.
6. For questions, please contact the Cornerstone Foundation Grants Manager, Emily Moreno, at [emoreno@cornerstonefoundation.coop](mailto:emoreno@cornerstonefoundation.coop) or 214-334-3397.

## Process

1. The Grants Committee, consisting of Cornerstone Foundation 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 email.
3. 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 through the online grants portal.
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 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.