

COOPERATIVE TEACHERS CREDIT UNION

REQUIRED GRANT APPLICATION PROCEDURES

I. Objective

As part of our commitment to serving educators, this grant program awards funding to help our teacher-members bring innovative ideas, classroom supplies, and special projects to life.

II. Purpose

The CTCU Foundation awards up to \$2,500 in grants each year as evidence of the Credit Union's ongoing promotion and support of education.

III. Eligibility Requirements

1. Individual works at a school district within our field of membership and is a current CTCU member.
2. You must submit all required attachments with your application by the deadline listed below.
3. CTCU employees nor family members of CTCU employees are not eligible for grants.
4. Grants must have a innovative or creative approach that supports high levels of student academic achievement.
5. Grant projects must be scheduled to begin during the current academic year.
6. Grant projects must not be funded by district or state funds.
7. Grants up to \$1,000 will be awarded. All funds must be used for the project as defined in the grant application submitted. Any unused funds by the conclusion of the school year will be returned to CTCU.

IV. Required Attachments

Please submit a 1-2 page document that answers the following questions.

- Provide a brief overview of your project. What are your proposed activities or tasks?
- How is this project innovative or creative?
- What is the primary issue or need addressed by the project?
- What are the goals of this project? What do you hope to achieve?
- Have you received other funding for this project?
- What is your estimated budget?

V. Instructions

- Complete the application in its entirety; additional sheets may be included.
- Make sure to include all required attachments (see above) with your completed application. Applications and related attachments will not be returned. Please DO NOT submit original copies.
- Please return the completed application and attachments to CTCU by the assigned deadline date.

VI. Use of Grant Funds

Grant funds may be used for materials outlined in the submitted grant project proposal.

A written request can be submitted to the CTCU Foundation committee at 1424 WSW Loop 323, Tyler, TX 75701 or by email at marketing@coopteachers.com. Once the written request is received, the CTCU Foundation committee will have the sole right to approve or deny the request and will give notice to the recipient of the decision. If the request is denied, the grant will be forfeited.

VII. Disbursement of Funds

The grant will not be given to the recipient as a cash award. The total amount of each grant is deposited with the school's campus with requirements to use for grant purposes. Grant checks are usually mailed in February. Notice will be sent to recipients in the form of an email once funds have been disbursed.

VIII. Application/Selection Process

Applications are made available to all CTCU members. The CTCU Foundation committee will choose which grants they would like to fund, up to \$1,000 per individual grant and \$2,500 for the year. Following the deadline for submission each application will be reviewed and grants will be awarded based on the following criteria: student impact, creativity/innovation, clarity of proposal, budget feasibility, and alignment with CTCU's mission of supporting education. The submission deadline is listed on the application packet and online at coopteachers.com.

IX. Promotion/Recognition

Availability of the grants is announced to the Credit Union membership through email, community publications and other appropriate means. Announcement of the grant recipients is made in the Credit Union newsletter, community publications and other appropriate means at the discretion of the Credit Union. A representative from the credit union may be available for the presentation award ceremony.