



VERIDIAN CREDIT UNION FUND GRANT GUIDELINES

Grant Process

Veridian Credit Union has partnered with the Community Foundation of Northeast Iowa (CFNEIA) and established the Veridian Credit Union Fund to provide grants to eligible agencies implementing Inclusive Programs or Financial Education. Questions about the application, the timeline or the process should be directed to the Community Foundation office at 319-287-9106. Applications will be available on the Community Foundation website at www.cfneia.org and can also be found on the Veridian website at www.veridiancu.org.

Grant Eligibility

Any 501(c)(3) tax exempt organization or government agency providing **Inclusive Programming** or **Financial Education** that serves the citizens of the 35 counties served by Veridian Credit Union is eligible to apply. In addition, any 501(c)(3) tax exempt organization or government agency who serves individuals with disabilities located in any county in Iowa may also apply for the **Inclusive Programming** or **Financial Education** grants.

Programs in the following list of organizations **are not eligible** for funding.

- Individuals (scholarships, student trips and pageants)
- Organizations fundraising for other organizations
- Political, partisan, or labor organizations, religious or fraternal organizations
- For-profit organizations, promotional organizations, sports or athletic groups and activities

Definition of Inclusion

Inclusion is the valued participation of all people in every aspect of community life. Inclusive programs raise these populations out of their traditionally segregated role, providing them opportunities to participate in activities alongside members of the broader community. Inclusion goes beyond mere presence. It happens when meaningful, two-way relationships with peers are established and have an opportunity to grow.

Inclusive Community Grants target programs that integrate one or more of the following populations into the broader community:

- Persons with disabilities
- Persons of modest means, low income
- Latino immigrants

What is an Inclusive Program?

Examples of ideal inclusive programs include, but are not limited to:

- A community theatre performance where persons with disabilities and persons without disabilities work alongside each other to produce and/or perform a play.
- A school program that allows English speaking students and English language learners the opportunity to mentor each other and learn about each other's cultures and backgrounds.
- An educational-based Latino festival whose marketing plan focuses on recruiting non-Latinos to the event.

Examples of programs that are not inclusive are:

- A program that allows a group of disabled individuals to attend a camp specifically serving that group.
- Personal financial management classes that only target individuals of modest means or low-income level.

Definition of Financial Education

Financial Education grants target programs that improve the financial knowledge of adults and/or children. Example programs include, but are not limited to, school programs, financial planning or money management seminars, and resource materials.

Grant Timeline

Application Deadline is October 1, 2010 (**postmarked**). Applicants will be notified of grant decisions in December.



**COMMUNITY
FOUNDATION**
of Northeast Iowa
Established in Waterloo/Cedar Falls in 1956



Grant Application Guidelines

Each grant application should adhere to the following grant guidelines to be considered for an award:

1. All application questions must be answered; incomplete applications will not be considered.
2. Applications should be on single-sided pages. Do not include any extra materials such as brochures, pamphlets, etc.
3. The application must be typewritten in no smaller than 10-point type.
4. The application must be free of staples.
5. Funding for administrative staffing expenses will not be considered.
6. Organizations can only be awarded a grant once per year from the Veridian Credit Union Fund, held with the Community Foundation of Northeast Iowa. Funding for the second year of a two year grant from the fund will be considered as that year's grant.
7. Grant Recipients must agree to and sign a Terms of Grant Agreement that will be sent prior to disbursing the award. All grant funds that are unable to be spent according to the Terms must be returned. A Grant Report will be required at the completion of the grant period.
8. Grants for up to two years may be requested. A report on the first year's use of grant dollars will be required and must be accepted prior to the 2nd year's grant being disbursed.
9. Grant dollars must be used within Veridian Credit Union's 35-county field of membership which includes Allamakee, Benton, Black Hawk, Boone, Bremer, Buchanan, Butler, Cedar, Cerro Gordo, Chickasaw, Clayton, Dallas, Delaware, Fayette, Floyd, Franklin, Grundy, Hardin, Iowa, Jasper, Johnson, Jones, Linn, Louisa, Madison, Marion, Marshall, Muscatine, Polk, Poweshiek, Story, Tama, Warren, Washington and Winneshiek counties. Applicants should not request funds if a portion would be sent out of the 35 county region, including administrative or other fees of a parent organization.
10. Grant dollars may be used by organizations/programs who serve people with disabilities, as defined by the Americans with Disabilities Act of 1990, who are living in the State of Iowa.

If your organization meets the eligibility criteria, you may complete the application on the following page. Use the checklist below to ensure you have included all required items.

Grant Submission

Please include the following items in this order when submitting your grant application.

- Completed Grant Application
- Program/Project budget
- Organization's annual operating budget (excluding public schools and universities, and governmental entities)
- Organization's most recent Financial Audit (excluding public schools and universities, and governmental entities)
- List of Organization's Board of Directors or Governing Body
- Organization's 501(c)(3) Determination Letter from the IRS (governmental entities should provide proof of their governmental status.)

Send grant request to:

Community Foundation of Northeast Iowa
c/oCarolynn Sween, Program Director
PO Box 1176
Waterloo IA 50704
Phone: 319-287-9106
Email: csween@cfneia.org



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**VERIDIAN CREDIT UNION FUND
GRANT APPLICATION FORM**

Date: _____

Legal Applicant Requesting Funding: _____

Legal Applicant's Federal Tax ID#/EIN: _____

Mailing Address for Legal Applicant: _____

Program/Project: _____

Amount Requesting:\$_____ Total Project Budget:\$_____ Total Annual Agency Budget:\$_____

Timeframe for Project:_____ Contact Person Name & Email: _____

Funding Category (Choose one): Financial Education Inclusive Community
(Note: Organization may apply for only one funding category per year)

Grant Request must be limited to 5 pages total: this cover page, up to 3 pages to answer the following questions and the project budget.

I. Project Description

- A. How specifically does this request meet the definition of Inclusive Community or Financial Education, (provided in the Grant Guidelines)? If Inclusive Community- How does this program build relationships between the targeted populations and peers?
- B. Project Description.
 - 1. Briefly describe the project, including activities, fees to participate, goals, recruitment strategies, etc.
 - 2. Describe expected outcomes. (How will you know the project has been successful? What will change in the community as a result of the project?)
 - 3. Describe tools/strategies for measuring outcomes. (How will success be *measured*? e.g. Pre- and Post-Tests.)
 - 4. If the Community Foundation has funded this project previously, what were the documented outcomes? Was the project/program considered successful? Why or why not? If not, what challenges were faced, and how have they been addressed in the current request?
- C. Target Population.
 - 1. Number of people to be served: _____
 - 2. Age of Population to be served: _____
 - 3. Geographic Area to be served: _____
 - 4. (If applying for Inclusive Community Grant) How many of the total number of people being served will be from the following groups:
 ___Persons with disabilities ___Persons of modest means, low income ___Latino immigrants

II. Financial Information

- A. Has your organization received grant funding from Veridian Credit Union previously? If yes, list years, amounts and projects funded.
- B. How will the funds requested be used specifically? (Describe here in narrative form, and attach detailed Project Budget)
- C. Other Funding Requests. (List all other sources from which you are requesting funding for this project/program, the amount requesting and if funding has been approved. Include description of general fundraising efforts and in-kind received.)
- D. Plans for On-Going Funding. (How will the project be sustained in the future?)

III. Required Signatures certifying the accuracy of the attached information

Chief Executive Officer Date

Chair of Board Date

Print Name: _____

Print Name: _____