

## **Marshall Community Credit Union Mini-Grant Information and Guidelines**

Marshall Community Credit Union will fund grants, limited to a certain total budget, through the 2019-20 school year. The success of the funding will be re-evaluated each calendar year.

The creation of our Mini-Grant Program is based on the following:

- Encourage support for staff and faculty of area schools.
- Keep parents informed about the activities and programs supported by Marshall Community Credit Union.
- Engage in projects that will enhance the quality of financial education and literacy at the school.

### **Eligibility**

Any staff or faculty member of a participating school, regardless of the department. Schools include, Marshall High School, Marshall Middle School, Walters Elementary, Gordon Elementary, Hughes Elementary, Mar Lee School, Wattles Park Elementary and Harper Creek Middle School.

### **Funding**

Marshall Community Credit Union shall be empowered to authorize mini-grants, limited to a maximum of \$750 and a minimum of \$100 each, through the 2020-21 school year. Budget permitting.

### **Details**

To be used for educational items or services that participating schools do not normally purchase or provide through funding resources. Every qualified application will be considered, however, preference will be put on financial education and literacy based requests.

Requests should be submitted on an official Mini-Grant Application form.

Grant requests will be reviewed by the Marshall Community Credit Union Marketing Department for approval. Please allow appropriate time for the requests to be reviewed and granted.

Applicant may be asked to answer questions regarding the request to the Marketing Department of Marshall Community Credit Union. It is the intent to gather all information prior to consideration, therefore eliminating the need to prolong the request.

Any applicant awarded a grant will be asked to give a brief description as to how the grant was used. A student representative who may have benefited from the grant may also report.

All tangible items obtained through a grant will remain the property of the school and will be recorded as such.

If the grant request is to purchase instructional materials such as enhanced reading material or textbook material, please check with the Curriculum Director to verify if the material meets curriculum endorsement. Please have approval from the director signed on the paperwork for the grant prior to submission. Please list Title, Author, and the type of book (paperback, hardcover, etc.).

Grant materials and questions regarding procedures should be directed to Marshall Community Credit Union, Attn: Andrea Tucker at 269.781.9885 x3144 or 1157 E. Michigan Ave. Battle Creek, MI 49014 or Fax 269.969.7933 or email to [andrea.tucker@marshallcommunitycu.com](mailto:andrea.tucker@marshallcommunitycu.com).

**Marshall Community Credit Union  
Mini-Grant Application**

Please complete the following application and include any other necessary support materials. A maximum of \$750 and a minimum of \$100 per grant, will be given in any school year.

Date:

Grant Applicants Name:

Applicant Email Address and Phone Number:

Department/Grade:

Amount Requested:

Purpose for which funds are being requested:

Reason you believe the project/proposal will provide an essential benefit to students/school.

Number of students to benefit:

Date of event (if applicable):

Will any other funding be used in conjunction with this request?

Is this an annual project? If yes, how will the project be funded in the future?

Applications can be turned into either MCCU office location, emailed to [andrea.tucker@marshallcommunitycu.com](mailto:andrea.tucker@marshallcommunitycu.com) or faxed (attention: Andrea Tucker) to 269.969.7933.

Applications will be scored by the MCCU Marketing Department based on amount requested, purpose of funds, and the number of students benefited. Every qualified application will be considered, however, preference will be put on financial education and literacy based requests. Applications must be postmarked by May 1, 2021. MCCU mini-grant receivers will be contacted within 2 weeks of application submission. Applicant agrees to accept the decisions of MCCU as final. Each winner agrees to permit MCCU to use his/her name, school name, and likeness in promotional and other credit union materials, without additional compensation or permission, except where prohibited by law. MCCU reserves the right to disqualify applicants who make any misrepresentation on their application or supporting documents. All applications and supporting documents will be kept confidential, become property of the credit union and will not be returned.