

# MSUFCU Desk Drawer Foundation Grant Application

Thank you for your interest in grant support from the MSUFCU Desk Drawer Foundation (DDF). Please read carefully the following criteria and application requirements. We welcome your comments and questions concerning your eligibility.

Grant requests may be submitted any time during the year and will generally be considered on a quarterly schedule by the MSUFCU Desk Drawer Foundation Board. The Foundation Board of Directors will make all final decisions on grant funding.

## Instructions

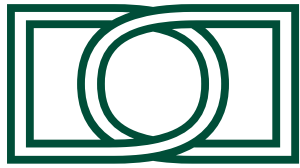
1. Grant requests must be typed using the sections and heading provided within the application.
2. Submit only one copy of the application to the MSUFCU Desk Drawer Foundation. Applications should be emailed to: [deskdrawerfund@msufcu.org](mailto:deskdrawerfund@msufcu.org).
3. Additional materials (i.e.: articles, photos, etc.) may be included but are not necessary.

## Questions

Questions about the MSUFCU Desk Drawer Foundation, or this application process, should be directed to:

**Email:** [deskdrawerfund@msufcu.org](mailto:deskdrawerfund@msufcu.org)

**Phone:** 517-333-2299



— *msufcu* —  
**DESK DRAWER**  
— FOUNDATION —

## MSUFCU Desk Drawer Foundation Grant Cover Sheet

Amount of Grant Request	\$
Date of Request	
Date Range for Use of Funds	
Organization Name	
Organization Street Address	
Organization City, State, ZIP	
EIN or Tax ID #	
Contact Person/Title	
Office Phone Number	
Mobile Phone Number (if desired)	
Email Address	
DDF Pillar Alignment	<input type="checkbox"/> The Arts <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> Financial Education <input type="checkbox"/> Stable Housing <input type="checkbox"/> Youth Empowerment
DDF Regional Alignment	<input type="checkbox"/> Mid-Michigan <input type="checkbox"/> Northern Michigan <input type="checkbox"/> Southeast Michigan <input type="checkbox"/> West Michigan <input type="checkbox"/> Chicagoland <input type="checkbox"/> Northern Illinois

Purpose of Grant (overview paragraph):

\_\_\_\_\_  
Signature of person responsible for proposal and completion of project

\_\_\_\_\_  
Print name listed above

\_\_\_\_\_  
Date

Date received by the Foundation: \_\_\_\_\_

## Grant Selection Considerations

- Preference given to requests that have a demonstrative and broad impact in the communities served by MSUFCU and OU Credit Union.
- Seek to fund projects with significant or transformational impact on the organization through facility, programmatic, and/or operational support.
- Seek projects that align with DDF mission, vision, and one or more philanthropic pillars:  
**The Arts**                      **Entrepreneurship**                      **Financial Education**  
**Stable Housing**                      **Youth Empowerment**
- Seek projects with action plan that includes impactful and broad acknowledgement of DDF support.

## Grant Request Format

Grant requests received by the Foundation are subject to a thorough review process, during which careful consideration is given to each of the following categories. Please provide detailed information to ensure full understanding of grant request. Please Note: Grant requests received without a completed Executive Summary, including sections A-D, will not be considered for funding.

### Section 1: Executive Summary

Provide a one to two-page (maximum) overview of the purpose and focus of the grant request, incorporating key points from items A-D.

#### A. Statement of Need - Purpose

Provide a detailed description of the specific need/problem being addressed through the project. Also include the community that will be supported and how this population will benefit from the efforts of the non-profit and support provided by the DDF.

#### B. Description of Proposed Activities

Provide as much detail as possible on the implementation of the project. Include names and qualifications of those who will direct the project; anticipated timeframe, and how the project will improve or otherwise impact the lives of individuals.

#### C. Measures of Success

Qualitative and quantitative goals and objectives should be included. Should this request be approved, an **Impact Report** outlining results of progress toward these goals and objectives will be required.

#### D. Description of Stewardship Plan

Outline how and when DDF support would be shared publicly: social media posts, website, press releases, acknowledgement in newsletters, name recognition on spaces, promotional materials, etc. What, if any, benefits would be available to Credit Union employees and/or members.

## **Section 2: Organizational Information**

Provide an attachment with a description of the organization as well as its mission and vision. Include current programs and accomplishments as well as related achievements of the recent past.

To ensure transparency and financial integrity, the program budget, Form 990 (IRS annual filing for tax-exempt organizations), and Form W-9 (Federal Employer Tax ID) are required.

### **Attachments**

- List names of the members of governing board, including their business, professional or community affiliations.
- List names of major donors to the organization: individuals, corporations, foundations (for those who have not requested to remain anonymous).
- Brief biographies of key personnel.
- List of specific aims, goals of the funds from this grant.
- A detailed description of how these goals will be achieved.
- A description of the method to be used to assess the success and impact of this project.

### **Additional Information**

- Funding may be distributed over one or more years.
- The MSUFCU Desk Drawer Foundation does not support the following:
  - Special event sponsorships (for corporate grant sponsorships, please visit: [msufcu.org/organizationinvolvement](http://msufcu.org/organizationinvolvement))
  - Universities and Colleges - funding is provided through other programs
  - Research projects
  - Individuals or individual projects
  - Sectarian, denominational, or religious organizations (except for programs that are broadly promoted, available to anyone, and free from religious orientation)
  - Reduction or liquidation of debt, outside of costs for naming facilities opportunities