

**2018 Community Investment Grant Application Deadline:** 4:00 p.m., September 28, 2018

Freedom First Credit Union supports community-based organizations in their efforts to break down barriers, enable people to fully participate as local citizens, and provide opportunities to help families achieve economic success and a better quality of life. The projects we fund give special consideration to low-income working families.

To be eligible an organization must be a legally organized, tax-exempt entity:

1. Providing for basic human needs;
2. Preserving health and promoting wellness;
3. Strengthening local communities;
4. Advancing education; or
5. Preserving or restoring the environment.

### **COMMUNITY INVESTMENT FOCUS**

We welcome grant applications related to the following focus areas:

- **Community and Household Economy**—activities, programs and initiatives designed to improve the economic well-being of our local community and its citizens. Examples include poverty reduction, affordable housing, and financial education.
- **Health and Human Services**—activities, programs, and initiatives that contribute to an individual's functioning in the local community, addresses or prevents the onset of social, psychological, or physical problems or disabilities; or extends an individual's ability to be independent or productive in our local community.
- **Arts and Culture**—activities, programs, and initiatives that increase access to and promotion of the arts and the development and enhancement of cultural identities in the local community. Examples include arts programs, cultural diversity initiatives, and cultural events.

### **GRANT CRITERIA**

Applications will be assessed on the extent to which they meet the following criteria:

- Requesting entity must be a not-for-profit organization.
- The project must clearly align with Freedom First's community investment focus.
- The requesting entity must demonstrate organizational capacity to complete the project.
- The project must benefit the community served by Freedom First Credit Union (Botetourt, Craig, Franklin, Montgomery, and Roanoke counties and the cities of Radford, Roanoke, and Salem).
- The requesting entity must clearly identify the project's expected results.
- The project must recognize and support the diversity of individuals, groups, and communities.
- The project must encourage innovation through new approaches, new models, and new ways of making change for individuals in Freedom First Credit Union's service area.
- The project must promote collaboration and partnerships through mobilizing and facilitating individuals, groups, and communities to work together toward sustainable economies.
- The project must permit the opportunity to leverage additional funding and community resources.

Applications with any of the following characteristics will not be considered:

- Political parties or affiliated activities.
- Grants to individuals.
- Religious or faith-based organizations—unless offering social service or community programs in any of the areas listed above, and providing such programs or services to eligible participants without regard to their faith or willingness to participate in religious activities.
- Organizations that advocate, support, or practice discrimination based on age, ethnicity, gender, national origin, disability, race, size, religion, sexual orientation, or socioeconomic background. Nominee organizations must be willing and able to attest that they do not discriminate on any of these grounds in order to verify eligibility.



2018
COMMUNITY INVESTMENT
GRANT APPLICATION

Deadline: 4:00 p.m., September 28, 2018

Submit via any one of these 3 methods:

All applicants are required to complete our 2018 Community Investment Grant Application. Completed applications must be submitted to Freedom First Credit Union by 4:00 p.m. on September 28, 2018. We may request that an applicant meet with Freedom First Credit Union to provide additional information.

Mail: Freedom First Credit Union
Attn: Community Grants Program
P.O. Box 1999, Salem, VA 24153
Fax: (540) 378-8952
Email: grantrequest@freedomfirst.com

I. ORGANIZATION INFORMATION

Name of organization:
Primary contact:
Mailing address:
Telephone: Fax:
Email:
Website: Federal tax exemption classification:
Have you received a grant from Freedom First Credit Union in the past? Yes No
If yes, state the year received, the name of the project, and the amount of the grant:
Name of organization's primary banking relationship:

II. ORGANIZATION PROFILE

List the mission, goals, and objectives of your organization:
Years in operation: Number of employees: Number of volunteers:
List the organization's Board of Directors:

III. FUNDING REQUEST (maximum of \$5,000 per grant award)

Amount of request: \$ Total annual budget for this project: \$
Purpose of request (choose one): New program Existing program
Which Freedom First Community Investment Focus area does this grant align with?
Which Freedom First service area does this grant generally support? (Botetourt, Craig, Franklin, Montgomery, Roanoke County, Cities of Radford, Roanoke, Salem)

Briefly describe the specific objective that this grant funding will support.

(100 word limit)

Briefly describe how these grant funds will be used? (ex: purchase equipment, purchase supplies, offset tuition, etc.)

(100 word limit)

If additional funding is needed, please indicate how much funding has been committed and by whom:

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**IV. OBJECTIVE DETAILS** (include as an attachment)

1. State the project start date and end date.
2. Describe the objective (specific, measurable, and attainable).
3. Describe how you determined the need for this objective.
4. Describe how you plan to achieve the objective (include action plan and timeline).
5. Describe the specific indicators that will be used to measure the impact of meeting the objective.
6. For specific programs/projects, indicate the problem-related outcomes to be achieved and describe the population(s) and geographic area(s) to be served.
7. Describe how the project supports existing projects in the community (if applicable).
8. Demonstrate organizational capacity to carry out the objective.

**V. EVALUATION** (include as an attachment)

Your evaluation should include qualitative information, quantitative information, and an examination of the approach used.

1. Describe how you will know that your organization has achieved or is achieving the stated objective.
2. If this is an ongoing project, describe how you will ensure its sustainability in the future.

**VI. FINANCIALS** (include as an attachment)

1. Attach a copy of your organization's most recent Audited Financial Statements.
2. List all of your organization's public and private funding sources for this project.
3. Include the budget for this project.

**VII. PARTNERSHIPS** (include as an attachment)

1. List all collaborating community groups, agencies, stakeholders, or individuals involved with this project.
2. Explain how Freedom First Credit Union can support or be involved in this project.
3. List any current Freedom First Credit Union employees involved with your organization.
4. Describe how Freedom First Credit Union support for this project will be recognized.
5. Describe any volunteer opportunities associated with this project and/or your organization for Freedom First Credit Union employees.

**VIII. RELEASE**

Grantees will be required to sign a photo/story release allowing Freedom First Credit Union to share the story, images, and footage of grantee facilities, employees, volunteers, program participants, etc. in its impact reporting and marketing materials.

*This grant request is being submitted with the knowledge and authorization of the Board of Directors of (name of organization) \_\_\_\_\_ . If this grant is approved, a progress summary will be delivered to Freedom First Credit Union 12 months after funds are received.*

Board President/Chair name: \_\_\_\_\_

\_\_\_\_\_  
Signature (print and sign)

\_\_\_\_\_  
Date

**IX. Grant Submission Checklist**

Sections I, II, and III have been completed

Attachments for sections IV, V, VI and VII have been included

A project budget has been included

Section VIII has been signed by Board President/Chair

Grant must be received by 4:00pm on September 28<sup>th</sup>, 2018 by one of the following methods:

**Mail:** Freedom First Credit Union  
Attn: Community Grants Program  
PO Box 1999, Salem, VA 24153  
**Fax:** (540) 378-8952  
**Email:** [grantrequest@freedomfirst.com](mailto:grantrequest@freedomfirst.com)