



The Forward Thinking Partnership Program

In recognition of years of support from our local educational community, EECU – A Community Credit Union has developed the Forward Thinking Partnership Program. The Forward Thinking Partnership Program was developed to help great educational ideas and projects become reality through financial assistance.

To qualify, projects or ideas must be educationally related and enrich the lives of students/participants. Funding examples include such things as classroom materials, special educational or enrichment programs, playground or recreational equipment, library or media materials, special speakers or assemblies. Additionally, the project or idea must provide a benefit to a significant portion of EECU membership or potential membership and/or the communities in which they live.

Requestors must be local civic, charitable or academic organizations. Consideration will not be given to organizations which do not impact the EECU service area; individuals (i.e. beauty pageant contestants, walk-a-thon participants); political candidates or groups; or religious organizations/churches (exception: religious schools for support of non-religion based projects, events, or materials to benefit students).

Requests will be screened for purpose, charitable intent, clear strategy for implementation, the target audience, number of individuals benefiting, and evidence of sustainability or implementation if only partially funded by EECU.

The amount disbursed per request is flexible and will be dependent upon the individual request, the number of requests overall and the funds available. Applications will be reviewed on a quarterly basis by our selection committee. Quarterly application deadlines are March 31, June 30, September 30 and December 31, and *application must be received* at the Jackson office by the deadline (not just postmarked by deadline). Decisions will be made in the month following the close of the quarter and all requestors will be notified as to approval, decline, or partial support.

Recipient obligations include:

- Filing a statement of fund expenditures, verifying the funds were spent in accordance with the approved request, and providing follow-up statistics when appropriate (such as the number of new library books purchased or students participating in a special program). Signed statement should be submitted upon completion of project or within one year from the date of disbursement.

- Providing positive public recognition of EECU – A Community Credit Union. This includes, when appropriate, publication, or verbal notation of sponsorship at public event(s) related to the donation, or on equipment or goods supplied (i.e. verbal recognition at school assembly sponsored by EECU, posting of plaque on equipment, etc.). Organization will cooperate in supplying materials for publicity including information regarding outcomes of the project, representative(s) and/or students for publicity photo, quotations, etc.

Submit completed applications to: EECU – A Community Credit Union, 1425 Parnall Road, Jackson, MI. 49201 or via e-mail to liz@ecu.us. When receiving an application via e-mail, a confirmation of receipt will be sent within approximately 48 hours. For questions or more information, please contact Liz Hoffius at 517-787-2060, ext. 250.

Tips to Move Your Idea to the Top of the Stack

1. ***Make your case.*** Tell us why this is a great idea, what will be accomplished, solved or improved. Sell it to us!
2. ***Be thorough and detailed in explaining what the funds will be used for, such as a piece of equipment, software program, etc.*** Our committee is made up of EECU members whose background may not be in education, so *explaining what something is, does, or why it is helpful* may work to your benefit during the review process.
3. ***Be thorough with budget details.*** Break out expenses by cost per item, rather than a lump sum total at the end. That way, if we can't fund the whole project, we can figure out the cost to fund a certain number of items, or a critical element of the project.
4. ***Typed applications are preferred.*** A typed application is much easier to review.
5. ***Proofread the application for spelling and grammar issues.*** A good impression goes a long way.

Application fields may be expanded for typing as needed. Please be complete.

General Applicant Information

Organization:	Tax ID #:
Contact Person:	Title:
Complete Address:	
Phone:	E-mail:

Project Summary

Name of Program/Project:

Total Amount of Program/Project:

Total Amount Requested from the Forward Thinking Partnership Program:

Please detail (or attach) an itemized budget to support your request:

Summary of project, purpose, objectives, and expected timeline:

Who will benefit from this project (please be specific as to age/grade level of students, number of students, geographical area, etc.)?

Have the beneficiaries of the project/program been involved in the planning or implementation? If so, describe their involvement:

Have you requested and/or received funding from other sources? If so, please describe:

If this is a large-scale project, have you done any of your own fundraising? If so, please describe:

If we are unable to fully fund your project, how do you anticipate being able to implement if only partially funded by the Forward Thinking Partnership Program?

How will the organization recognize our contribution to this project/program?

Please make available any additional information to support your request, including informational brochures, additional factors to consider, etc.

Requestor/Applicant Agreement

The information contained in this request is factual to the best of my/our knowledge.

I/we understand and agree that should funds be granted, monies will be spent in accordance with the request as outlined.

I/we understand project/program cannot have any political or religious implications, as EECU funds may not support such a project. If project/program is awarded funds and this policy is violated, I/we will repay the funds to EECU.

I/we agree to provide positive public recognition of EECU, as well as promptly provide a media photo or provide availability for one to be taken. I/we also agree to file a statement of fund

expenditures with EECU upon the completion of this project/program, or within one year of fund disbursement.

Should this project/program not come to fruition, all monies donated by EECU – A Community Credit Union will be promptly returned.

Requestor Signature

Date

Supervisor/Principal Signature (if applicable)

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