

New Jersey Credit Union Foundation Grant Application Summary

How to Apply

The New Jersey Credit Union Foundation utilizes the following grant application process:

Organizations are asked to begin the application process by submitting a grant application in accordance with the Foundation's application format. A grant application is available through our Web site at www.njcul.org or through the New Jersey Credit Union League office at the address and phone number listed at the end of this document. Grant applications can be submitted by mail, e-mail or fax. All of the contact information is listed at the end of this document.

Content of the applications should include the following information: a full discussion of the proposed project (target groups to be served, program objectives, activities to be undertaken and timetable to be taken), the detailed project budget and the intended benefit (program goals and objectives and an evaluation plan for how they will be measured). In addition to the proposal, the applicants may include general background materials such as informational annual reports and brochures.

Required Attachments

- Description of the organization, legal name, address, primary purpose and history
- The organizations letter from the IRS (if it is not a New Jersey credit union) stating that it is tax-exempt under Section 501(c)(3) or Section 501(c)(6) and not a private foundation under Section 509(a)
- An up-to-date audited financial statement and a complete copy of a recent Form 990 federal tax return (if it is not a New Jersey credit union)
- Current organizational and project budget, and if available, budgets for the coming year
- Leadership information about the applicants board and staff
- List of other funding sources for the organization

Completed applications should be submitted by mail. The Foundation cannot give grant consideration to organizations whose proposals are incomplete.

Review and Grant Making Process

The New Jersey Credit Union Foundation Board of Trustees will consider grant proposals throughout the year, on a quarterly basis. To find out the dates of particular meetings, please contact Marissa Anema at manema@njcul.org or 800-792-8861 ext. 117. If your grant is time sensitive and does not fit with the current meeting schedule, please advise that when submitting your grant request.

The Board of Trustees will evaluate grant applications and applicants will be informed of the Boards decision in writing.

Conclusion Report

At the conclusion of the project or event, it is asked that the credit union or organization who obtained funds through the New Jersey Credit Union Foundation file a conclusion report. This report should include a summary of the project or event, in addition to specific details about how the grant funds were used. Filing of this conclusion report will be a factor to be considered for the review of future grants and grant funding.

How to Submit

Grant applications should be submitted in one of the following ways:

Mailed:

New Jersey Credit Union Foundation
c/o New Jersey Credit Union League
299 Ward Street
Hightstown, NJ 08520

E-mailed: manema@njcul.org

Faxed: 609-448-3499

Note: If your grant application is a large file, you may be asked to submit extra copies for our board members.