

Desk Drawer Fund Grant Application

Thank you for your interest in the Desk Drawer Fund Grant Program. 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 Desk Drawer Fund Board. Desk Drawer Fund 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 Desk Drawer Fund. Applications should be emailed to: deskdrawerfund@msufcu.org.
3. Additional materials (i.e.: articles, photos, etc.) may be included but are not necessary.

Questions

Questions about the Desk Drawer Fund (DDF), MSU Federal Credit Union's Foundation, or this grant application process should be directed to:

Email: deskdrawerfund@msufcu.org

Phone: 517-333-2299



DESK DRAWER FUND®

A Foundation Supporting the MSUFCU and
OU Credit Union Communities

Desk Drawer Fund 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"/> Arts & Culture <input type="checkbox"/> Empowering Youth <input type="checkbox"/> Financial Education <input type="checkbox"/> Fostering Entrepreneurialism <input type="checkbox"/> Stable Housing
DDF Regional Alignment	<input type="checkbox"/> Mid-Michigan <input type="checkbox"/> Northern Michigan <input type="checkbox"/> Southeast Michigan <input type="checkbox"/> West Michigan

Purpose of Grant (overview paragraph):

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Signature of person responsible for proposal and completion of project

Print name listed above:

Date

Date Received by the Desk Drawer Fund: _____

Grant Selection Considerations

- Preference given to requests that have a significant 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:
Arts and Culture **Empowering Youth** **Financial Education**
Fostering Entrepreneurialism **Stable Housing**
- Seek projects with action plan that includes impactful and broad acknowledgement of DDF support.

Grant Request Format

Grant requests received by the Desk Drawer Fund 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.

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 (Optional)

- List names of the members of governing board, including their business, professional or community affiliations.
- 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 Desk Drawer Fund does not support the following:
 - Research Projects
 - Individuals or individual projects
 - Political or religious affiliations
 - Reduction or liquidation of debt, outside of costs for naming facilities opportunities