



## CCCU COMMUNITY INVESTMENT PROGRAM GRANT APPLICATION GUIDELINES

On behalf of our valued members, volunteer Board of Directors, management and staff, Coast Central has committed \$200,000 this year, in two equal grant rounds, to assist a variety of community groups and organizations in their efforts to improve the quality of life in Humboldt, Del Norte and Trinity counties. Individual grants generally range from \$3,000 to \$25,000.

### FUNDING PRIORITIES

We aim to award grants based on multiple priorities:

- ❖ Located within our service areas in Humboldt, Del Norte, and Trinity counties
- ❖ Potential positive impact our grant would have on a group or organization's project
- ❖ Number of individuals positively impacted by our support
- ❖ Community projects that are already in progress (i.e. not still in the concept stages)

### GENERAL INFORMATION

Grant applications may only be submitted by:

- ❖ Nonprofit organizations with tax-exempt status under Section 501(c)3 of the IRS, **or**
- ❖ Public benefit organizations (public schools, government agencies, Indian Tribal Governments), **or**
- ❖ Community groups that have a fiscal sponsor that meets 1 or 2 above.

*Note: tax exemption will be verified prior to consideration.*

We may not accept applications from:

- ❖ Organizations that are political, highly controversial or religious in nature
- ❖ Projects for deferred maintenance, annual operating costs, or staff salaries

Grant recipients will:

- ❖ Be notified approximately 6-8 weeks after application deadline
- ❖ Be required to submit receipts for purchases of approved items for up to one year following notification to receive reimbursement (purchase orders are also acceptable)

### GRANT DEADLINE AND CONTACT INFORMATION

**All applications must be postmarked or delivered by 5 pm by February 28 or August 31 or the first business day following.** If you have questions, please call Coast Central Credit Union's VP, Marketing & Communications, Colleen Toste, at (707) 445-8801, Ext. 1309. Thank you for the positive impact you make on our communities and for your interest in our CCCU Community Investment Program.

NEW! SUBMISSION INFO HAS CHANGED:

Please submit your completed grant application to Coast Central Credit Union either through email at [marketing@coastccu.org](mailto:marketing@coastccu.org) or mail to:

Coast Central Credit Union  
Marketing Dept.  
2650 Harrison Avenue  
Eureka, CA 95501



CCCU COMMUNITY INVESTMENT PROGRAM  
APPLICATION

Date of Application: \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

**PROJECT INFORMATION**

Program/Project Name: \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_

This grant would provide the following for the project (*please be brief and clear*):

\_\_\_\_\_

Number of individuals who would directly benefit from this grant: \_\_\_\_\_

Number of individuals served on an ongoing basis: \_\_\_\_\_

Organization Name: \_\_\_\_\_ County: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**LEGAL APPLICANT INFORMATION**

Legal Name of Tax Exempt Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Executive Officer: \_\_\_\_\_ Title: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**CHECKLIST**

Please submit the following with your application:

- Project Narrative (one page maximum)
- Program Budget – (see attached)
- Letter of Tax Exemption (e.g. 501(c) 3 letter)

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**CCCU COMMUNITY INVESTMENT PROGRAM**

**TOTAL PROJECT BUDGET**

Anticipated budget for the **Project** (include how grant funds will be spent).

| Expense | Amount requested from Coast Central Credit Union | In-kind donations | Other funding sources |        | Total Budget |
|---------|--|-------------------|-----------------------|--------|--------------|
|         |  |                   | Amount                | Source |              |
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**EXAMPLE:**

| Expense            | Amount requested from CCCU | In-kind Donations | Other funding sources |              | Total Budget (add all columns) |
|--------------------|----------------------------|-------------------|-----------------------|--------------|--------------------------------|
|                    |                            |                   | Amount                | Source       |                                |
| Building Materials | \$3,500                    | \$1,500           | \$6,000               | Contractor   | \$11,000                       |
| Project Labor      | 0                          | 0                 | 0                     | 5 Volunteers | 0                              |
| Travel             | \$1,500                    | 0                 | 0                     |              | \$1,500                        |
| Food               | 0                          | 0                 | \$2,000               | Foundation   | \$2,000                        |
| <b>TOTALS:</b>     | <b>\$5,000</b>             | <b>\$1,500</b>    | <b>\$8,000</b>        |              | <b>\$14,500</b>                |