



## Community Service Grant Application

While we welcome your request, please understand that we must follow certain guidelines in the issuance of these grants. Due to budget constraints, not every request may be fulfilled. **Please complete this form and mail it to the Credit Union no later than 5:00 P.M. on Monday, October 19, 2009.**

All requests for funding will be reviewed by the Board of Directors on an annual basis. You will be notified of the decision by mail at the beginning of January 2010. **Please note that requests submitted on this form are for the year 2010.**

**To be considered by the Board of Directors, this form and its attachments must be completed entirely and all guidelines must be met. If needed, please attach your supporting documentation.**

**Please indicate the level that corresponds to your request and indicate you have provided us the required information:**

- Level I: \$250.00 - \$500.00**
  - Proof of Non-Profit Status is attached
  
- Level II: Above \$500.00**
  - Proof of Non-Profit Status is attached
  - Event or Program Operating Budget is attached
  - Recipient of 2009 CSG; funds were expended as specified in request and receipts are attached.\*
  - If applicable, listing of Board Members is attached.

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

You may answer the following questions on a separate sheet of paper.

What is the overall purpose of the organization? \_\_\_\_\_

What would the funds be used for? (Please be specific) \_\_\_\_\_

How would the funds benefit the organization? (Please be specific) \_\_\_\_\_

What segment of our community would benefit from this funding? \_\_\_\_\_

Amount requested: \_\_\_\_\_ Date funds needed: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Organizations and Foundations with Boards are exempt from this requirement.*

# Tyndall Federal Credit Union

## Community Service Grant Application Guidelines for the Year 2010

The Board of Directors of Tyndall Federal Credit Union is committed to making the Credit Union a vital, contributing member of this community. To this end, the Board supports organizations that have broad educational and community outreach. The Board's intention to make our community an even better place to live is clear and strong. We welcome your request for assistance.

**The following guidelines, which outline funding consideration, are effective for the current year. These may be revised as circumstances change.**

### **PROGRAMS**

The primary areas of support are major, non-profit organizations that have emphasis on educational and other community needs of a broad nature.

### **ELIGIBILITY**

**Tyndall Federal Credit Union** considers the requests of major, non-profit organizations classified under Section 501 (c) (3) of the United States Internal Revenue Service Code. In addition, certain municipal, county, state, and federal entities are eligible. Requests will not be considered unless the tax-exempt organizations take full, legal, fiscal, and administrative responsibility for the request and disbursement of any granted funds. Community Service Grants are considered on an annual basis.

Community Service Grants are designed for major, non-profit organization funding requests. Therefore, any school, community, or military programs requesting less than \$250 should submit through Tyndall's Community Relations Advertising program. These requests are considered on an as-received basis.

### **RESTRICTIONS - Please review carefully**

Tyndall Federal Credit Union's Community Service Grant Program does not provide funds for:

- Individuals
- Groups or organizations that have as their primary purpose attempting to influence legislation
- Grants to primarily benefit employees or families of Tyndall Federal Credit Union, or pay for services, subscriptions, tuition, or memberships
- Travel expenses for groups or individuals
- Team sponsorships or athletic scholarships
- National conferences, sporting events, and other one-time events (excluding charitable events)

### **APPLICATION PROCEDURES**

A non-profit organization with a program in an area served by Tyndall should submit its application through our Community Service Grant program by the deadline stated on the application. The application must be completed in its entirety and all guidelines must be met to be considered by the Board of Directors. **Telephone solicitations will not be considered.**

Requests approved in any one year are not automatically assured of future support. Please submit a new request each year to be considered for funding. Requests can be mailed to 3109 Minnesota Ave., Panama City, FL 32405, to the attention of Sunny Cox in the Marketing Department.

***I have read and understand the above stated guidelines and requirements for consideration of a Tyndall Federal Credit Union Community Service Grant. I also understand if all documentation is not submitted, my application will not go to the Board for consideration.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name