



## GRANT APPLICATION GUIDELINES

### Mission

The mission of CoVantage Cares Foundation, Inc. (The Foundation) is to provide funds to non-profit organizations that provide assistance to individuals, especially those experiencing significant financial challenge, and to non-profit organizations working to enhance the quality of life of residents living in the communities served by CoVantage Credit Union.

The Foundation fulfills its mission by providing grants that:

- Align with the Foundations mission and support basic needs, community enhancement and financial literacy and education needs.
- Prioritize projects and programs that create a lasting impact and impression while showcasing significant capacity and credibility.
- Have a geographic focus in the areas that CoVantage serves, especially near office locations.
- Include significant collaboration and community buy-in.

Examples of requests not funded by The Foundation:

- Requests that would primarily benefit sole individuals or would directly benefit CoVantage Credit Union; religious organizations solely for religious purposes; trips or travel; or requests that are not in alignment with the Foundation mission.
- For events and sports/club related requests, please consider partnering with your local CoVantage Credit Union branch.

### Application Procedure:

Complete a fillable PDF grant application by going to [www.covantagecu.org/cares](http://www.covantagecu.org/cares) and clicking on Application. Email the completed grant application to [covantagecares@covantagecu.org](mailto:covantagecares@covantagecu.org)

**Application Deadline:** Completed applications must be submitted either online or by U.S. mail and received no later than 5 p.m. on the first working day of March, June, September, or December.

**Application Review and Notification:** The Foundation board of directors meets on a quarterly basis and will consider requests received prior to the above deadlines. Applicants will be notified of the outcome of their application within 5 business days of the quarterly meeting it was considered.

### Grant Funding Sources:

- In alignment with CoVantage Credit Union's mission, CoVantage Credit Union's board of directors periodically approves funds for The Foundation.
- Donors like you! Contributions from businesses, organizations, staff, CoVantage members and community members who believe in The Foundation's mission and see The Foundation as a way to leverage their charitable giving.

### Nondiscrimination Policy:

The Foundation does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations, and will only consider applications from organizations that similarly do not discriminate.

Revision 10/10/2019; 05/2020; 03/2021; 08/2023