



## Official Grant Rules

### BEACON CREDIT UNION FOUNDATION

The Beacon Credit Union Foundation is a non-profit 501 (c) (3) charitable foundation and the philanthropic arm of Beacon Credit Union and is funded entirely by the credit union. The foundation is a separate, independent legal entity, incorporated in Indiana and operated by a Board of Directors comprised of Beacon Credit Union employees and directors.

The foundation's mission is to make contribution investments in local, charitable organizations, with a focus on improving the lives of our members, friends and neighbors in the communities we serve.

#### ***Eligibility Requirements:***

- Organization should be tax exempt under 501 (c) 3 of the Internal Revenue Codes. Supporting documentation in the form of the IRS determination letter (IRS Letter 1045), IRS Form W-9, and your EIN number are required.
- Organization must be based within the communities we serve, with money staying in those communities, without being processed by a national organization.
- Organization must be in operation for five years or more.
- Organization must be in good financial standing.
- Organization is non-discriminatory for any reason, including race, religion, creed, age, sex, sexual orientation and/or national origin.

*Exceptions from these criteria may be made in situations of large-scale crises, such as national disasters.*

**Minimum amount for grant submission: \$2,500.00**

The Beacon Credit Union Foundation does not provide financial support to the following:

- Programs, projects or events that benefit specific individuals
- Religious organizations unless the program is a secular community outreach program benefiting the community at large (e.g. homeless shelter, food bank)
- Political organizations, campaigns or candidates
- Parent/Teacher Associations and Organizations
- Athletic or School Program Booster Associations
- Fraternal Organizations
- Fundraising events
- Reduction or liquidation of debt

**Donation Submission Procedure:**

Donation requests *must be submitted on an application form and mailed to the Foundation as a hard copy*. Any other form of application or manner of submission is unacceptable and will be rejected. The complete downloadable Donation Application, including the Funding Request, Donation Guidelines and any other pertinent documentation can be found at <https://www.beaconcu.org/beacon-foundation/>

All requests will be reviewed and evaluated on an individual basis by the Foundation Committee. Grant funding meetings will occur on a semi-annual basis (January/July). Application deadline is November 30 for January consideration and May 30 for July consideration. Organizations not receiving a grant may re-apply the following grant cycle. Organizations receiving grants may apply again one full calendar year following receipt of their grant.

Required Documents for consideration:

- 1) Grant Application
- 2) IRS Form W-9
- 3) 501 (c) (3) letter

To complete the application, download the application documents to your computer, complete application, print, and send by mail with all required documents to the foundation at:

Beacon Credit Union Foundation  
P.O. Box 627  
Wabash, IN 46992

Application Review Timeline:

- Applications are considered at the regularly scheduled Selection Committee meetings.
- The Selection Committee will review and provide recommendations to the Board.
- The Board will review the recommendations and select the recipients and amount to be awarded.

## Anti-discrimination Policy:

The Beacon Credit Union Foundation precludes any discrimination on the basis of race, disability, color, creed, religion, gender, age, sexual orientation, national origin, ancestry, citizenship, military status, or any other protected classification. This policy applies to all activities of the Beacon Credit Union Foundation, including but not limited to employment, selection of volunteers, funding, donations, purchasing, and selecting vendors or consultants.

## FAQs

### ***How does the Beacon Credit Union Foundation decide which grants to fund?***

All grant requests are initially reviewed by the selection committee to ensure that the request meets all of our submission requirements. Qualified requests are then sent to the board of directors for consideration. The board reviews and makes a decision based on a set of criteria that includes how well it matches the Foundation's mission and focus, and what impact it will have in the communities we serve.

### ***How is the Beacon Credit Union Foundation funded?***

The foundation is funded entirely by Beacon Credit Union.

### **Is the Beacon Credit Union Foundation the only way that Beacon supports the community?**

Not at all! - Beacon also provides some direct contributions to organizations in the community via corporate and branch donations. These are typically smaller requests, or sponsorships that don't fit the Foundation's mission. Additionally, Beacon employees generously contribute many hours volunteering at local charities and events each year.

### ***How often does the Beacon Credit Union Foundation make grants?***

Grant requests are accepted at any time, and are reviewed at semi-annual meetings of the Foundation's board of directors. However, there is no guarantee that a grant will be made at every meeting.

### ***I submitted a request but haven't heard anything yet. How long does it take?***

Grant requests are reviewed at semi-annual meetings of the Beacon Credit Union Foundation's board of directors. Grant recipients will be contacted within 30 days of the meeting.



Grant Submission Form

Date of Application: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Federal Tax Identification Number: \_\_\_\_\_

Year Organization was established: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Overview of Organization (values/mission

Describe your Organizational Demographic (who is it that you serve?):

Amount Requested (minimum amount of \$2,500): \_\_\_\_\_

What program/service are you requesting funds for:

What impact will this have on the community:

What is the budget for the program/service:

What other funding sources are being used for this program/service:

How will the success of your program/service be measured:

Signature of Authorized Official: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

To the best of my knowledge and belief, statements in this grant application are true and correct; the governing body of the applicant has duly authorized the document, and the applicant organization will comply with applicable laws, regulations, terms and conditions in effect at the time of the grant. I understand that the Beacon Credit Union Foundation, in evaluating this grant application, may, if it deems appropriate, review any and all of the information submitted as part of this request with advisors of the Foundation's choosing. I understand and support this proposal and commit the resources as outlined for the successful implementation of the proposed program/project. I agree that the funds requested, if granted, will be used exclusively for the purposes outlined in this proposal. Further, I attest that neither I as author of this application nor any individual from the applicant organization will unfairly benefit financially from this award. I understand that excess benefit can result in penalties from the IRS and will disqualify the applicant organization.

Please initial below:

\_\_\_\_\_ I give permission to Beacon Credit Union Foundation, Beacon Credit Union or the news media to use photographs, slides, videos, illustrations, or interviews of me. Further, I authorize their use without inspecting or approving the finished product or its specific use.

\_\_\_\_\_ I acknowledge that the funds received from the Beacon Credit Union Foundation must be implemented for the purpose stated on my application and within 6 months from which I receive the grant (if selected).

\_\_\_\_\_ I have received or reviewed a copy of the Official Grant Rules (available online at [www.beaconcu.org/foundation](http://www.beaconcu.org/foundation)).

\_\_\_\_\_ I am eligible for the Beacon Credit Union Foundation Grant, per the official rules.

Please submit completed form along with all other required documents to:

Beacon Credit Union Foundation

P.O. Box 627

Wabash, IN 46992

Required Documents for consideration:

- 1) Grant Application
- 2) IRS Form W-9
- 3) 501 (c) (3) letter (IRS Letter 1045)