

School Employee GRANT PROGRAM



Extra Credit  UNION



Complete the application form and return it with the other required documents to:
Ashley Fordyce via email at AFordyce@ExtraCreditUnion.org

Introduction

Having been started by school staff members in 1954, Extra Credit Union holds true to its legacy as we continue to support and be of value for our schools, today stronger than ever.

With reduced budgets and pay cuts, teachers and other school staff struggle more to provide the basic necessities to students. Therefore, it is our goal to provide financial assistance to these school employees who give of themselves daily with their own time and funds.

Our School Employee Grant program allows all school staff members the opportunity to apply for funds they would use to pay for school activities, equipment, projects, supplies, etc. outside of the normal operating budget.

Purpose

Extra Credit Union's initiative is to team up with members of the credit union who serve students within our field of membership that have innovative ideas to implement for their school or students, but who do not have the funds to do so.

Grant Description

The maximum yearly grant award given is \$2,000. The grant can be used for needs that the school district no longer provides for or are no longer available to the school; such as, field trips, equipment, classroom materials for a given project, guest speakers and much more. Extra Credit Union is looking for creative ideas that do not fall within the school's budget. If the request is for more than \$2,000, the teacher must provide documentation as to where the additional funds will be coming from.

Grant Disbursements

Each grant awarded will be in a form of a check made payable to either the school district or to the school of the grant winner. The school (or school district) will be responsible for distributing the funds to the grant winner in the timeline indicated under submission timeline.

Eligibility Requirements

The following is a list of eligibility requirements that must apply at the time of submitting an application for a grant.

- Must be a school staff member who is a member with Extra Credit Union at the time of application.
- All grant applications must be turned in no later than the specified date. No late applications will be considered.
- Cannot be a recipient of more than one grant from Extra Credit Union during the same school calendar year.
- The grant application should include creativity and innovation in education and be targeted toward students within the grant recipient's school district.
- The grant request may be a collaborative effort with staff members or schools to reach students in multiple classrooms, grade levels, or schools.
- The school staff member agrees to account for and report on the project and its funding at the completion of the project.
- The grant request should not include funds for substitute teachers.
- Grants are awarded yearly and cannot exceed \$2,000.

Application Process

To be considered for a grant, school staff members must complete the grant application and submit, in writing (250 words or more), a project summary and detailed documentation of the items and costs explaining how they plan on using the grant funds, if awarded. The application, in its entirety, needs to be emailed to Ashley Fordyce at AFordyce@ExtraCreditUnion.org. A team of credit union professionals will be involved in reviewing all grant applications that are submitted during the allotted timeframe. This team may choose to offer partial funding at its discretion.

Submission Timeline

Grant applications will be due on or before December 19, 2025. All grant winners will be notified by February 6, 2026. Grant funds must be used by December 31, 2026 or will be forfeited.

2025-26 School Employee Grant Application Package

Project Title: _____

Amount Requested: _____

Applicant Name(s): _____

Classroom Subject (if applicable): _____

Name of School and Grade Level (if applicable): _____

Approximate Number of Students Impacted: _____

Project Leader: _____

Contact Person: _____

School Mailing Address: _____

Email Address: _____

Daytime/Evening Phone Number: _____

Project Summary

Provide an overview of the proposed project in 250 words or more. *Note: Applicants may attach additional pages to their completed application package if necessary.*

Benefits to Students

Describe how your project will benefit the students. How many students will be impacted? Please be specific as to how your project will impact these students.

Proposed Project Details

Outline the educational goals and objectives of the proposed project. Describe who will be involved, as well as details of the project to include: what will happen, when, where, and how the project will be implemented. Include a breakdown of how the funds will be allocated.

Proposed Project Timeline

Create a timeline for the proposed project to include start and completion dates.

Proposed Project Measure of Success

Describe how you will measure the success of your proposed project. Remember, if you are a grant recipient, progress of your project needs to be communicated to the credit union at the completion of the project.

Disclaimer

If I am selected as a School Employee Grant recipient, I agree to receive the award at a mutually agreeable location, date, and time for presentation. I give Extra Credit Union permission to disclose my name and school name; as well as, feature a story and likeness in their newsletter and/or other local media. To the best of my knowledge, the project proposed conforms to the state of Michigan standards of educational relevance. I agree to conduct my project in a safe and orderly manner and to hold harmless Extra Credit Union free of and from all claims, demands, liabilities, suits, costs, and expenses arising out of or in the course of my participation in this project. I also acknowledge that all subjects featured in my submission have consented to being photographed and/or have a signed photo release on file at my school. I understand that I may be asked for documentation to support the grant amount requested and agree to promptly comply with such requests. I understand and agree that Extra Credit Union makes no claims or representations regarding the tax liability, if any, resulting from my receipt of a grant under this program, and that the credit union has a duty to report any such grant in excess of \$600 to the Internal Revenue Service.

Signature(s) of Applicant(s):

Date:

Comments and signatures of Principal(s) and/or Superintendent(s):

Date:
