

## **Guidelines for Credit Education Resources Foundation Grants**

1. A Foundation Grant Committee (FGC) consisting of 5 members will be established to review and approve or deny all grant requests.
2. The Foundation Grant Committee's make up (to be determined) will be comprised of the Presidents of the Credit Education Resources Foundation (Foundation) and Credit Professionals International (CPI) and three appointed individual members.
3. The Foundation Grant Committee will determine the total amount of funds that can be distributed from Foundation's Vanguard accounts.
4. The Foundation Grant Committee will set the minimum and maximum amounts that can be distributed to any one individual, local or district in a given period.
5. Grants from the Foundation may be requested by any individual CPI members, CPI local or CPI District.
6. The request must be made by a member, local or district that is in "good standing" with CPI.
7. All grant requests must be made typed and submitted to the Foundation President. The Foundation President will distribute the grant request to the other members of the Foundation Grant Committee.
8. The grant request must request a specific amount of funds for the project and describe the project in detail.
9. The request should also define the scope of the project and shall include the following at a minimum: costs of the project, the name of the project manager(s), the target group of the project, funds being contributed by the requestor (if any), the time period that will be covered by the project, age group ranges of the individuals to be included in the project, is the project being administered electronically or in written form and the possibility of the project attracting new CPI members.
10. A typed report detailing the projects results must be submitted within 30 days of the project's implementation date to the Foundation President. Additional periodic project progress updates must be submitted to the Foundation President.

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