



*An educated choice*

## Frequently Asked Questions

### **What can the Tobacco Valley Teachers Federal Credit Union (TVTFCU) Teacher Grant be used for?**

Funds may be used for implementation of a new or improved program or project which can include equipment, supplies, materials and training. Grant funds may not be used for substitute pay, teacher salaries, stipends or travel related expenses.

### **Who may apply?**

Applicant must be an educator (grades Pre-K through 12) in a school in the Tobacco Valley Teachers Federal Credit Union's (TVTFCU) field of membership: Enfield, East Windsor, Windsor, Windsor Locks, Somers or Suffield, CT. Applicant must be a primary member, "in good standing", of TVTFCU, or meet membership eligibility requirements and join the credit union before submitting a grant application. Relatives of TVTFCU Staff and Board of Directors are ineligible.

**How many times may an educator apply?** An applicant may apply once per year.

### **What are the amounts of the grants?**

TVTFCU is offering two grant awards, of up to \$500 each, to educators to be used by **April 30, 2025**. The amount of the grant will be based on the completed Grant Budget Detail Form, not to exceed \$500.

### **What is the deadline for submitting a grant application?**

Applicants must submit a completed application packet by **October 1, 2024**. Incomplete applications will be ineligible for consideration.

### **What are the procedures for submitting a grant application?**

Complete the Grant Application Form, Grant Purpose and Grant Budget Detail Form. Submit these in person or mail by the deadline date to the TOBACCO VALLEY TEACHERS FEDERAL CREDIT UNION, Attn: Lori Triba, Manager/CEO, 182 South Road, Enfield, CT 06082.

### **How are grant recipients determined?**

TVTFCU's Teacher Grant Committee will evaluate each application. Applicant name will remain anonymous during review. Decisions are based on the following criteria: clearly stated realistic measurable objectives and goals, well defined grant purpose, realistic and clear time schedule, measurable evaluation plan directly related to goals and objectives, complete, itemized, and correctly totaled Grant Budget Detail Form and adherence to all grant application requirements.

**How and when are grant recipients notified?** Grant recipients are notified by **December 5, 2024** by phone and will receive a grant award certificate .

**How are grant funds distributed?** The recipient will receive funds after the costs are incurred by submitting expense receipts.

**Is there a deadline that funds must be incurred by?** The deadline for fund expenditures is **April 30, 2025**. Should funds not be used by this date, they will be utilized for future grants.

