



# TCT Supports the Trades Grant



## Grant Application & Guidelines

TCT Federal Credit Union is dedicated to strengthening our community through financial services and education. The TCT Supports the Trades Grant aims to empower our members by providing funds for educational expenses, including; tuition, books, supplies, tools, uniforms, and boots, or to assist in acquiring the necessary equipment for starting a new job in a trade.

### AM I ELIGIBLE?

The applicant must be a member in good standing of TCT Federal Credit Union who is 16 or older and has enrolled in or completed the following programs to enter the workforce: GED, Adult Continuing Education, Career and Technical Education (CTE), or Trade Certification.



### Application Process

To apply, eligible members must complete the grant application form. The application must be accompanied by the following supporting documents: a program Acceptance Letter or Certificate of Completion and documentation that supports the cost of the request.

Our preferred method for applying is through our online application system. This platform streamlines the submission process, allowing you to efficiently enter your information and attach necessary documents. The funds awarded will be directly deposited into the recipients' TCT FCU share account.

#### *Alternative Submission Options:*

- Email completed application and required documents to [committeemembers@tctfcu.org](mailto:committeemembers@tctfcu.org)
- Fax completed application and required documents to (518) 884-7095
- Mail completed application and required documents and a completed cover sheet addressed to: TCT FCU–Grants, 416 Rowland Street, Ballston Spa, NY 12020

## Application Checklist

✓ Check each box after completion.

- The applicant must be a TCT member in good standing with a minimum share balance of \$5.00.
- The application must be submitted with:
  - A program Acceptance Letter or Certificate of Completion
  - Documentation that supports the cost of the request
- The applicant and his/her parent or guardian must complete the Certification and Release Authorization on the last page of the application form.



**SCAN THE QR CODE OR VISIT [TCTFCU.ORG/GRANTS](https://TCTFCU.ORG/GRANTS)  
TO SUBMIT YOUR APPLICATION**

Selection Process: The acting committee members will review requests within 30 days of receiving a complete application. Awards will be granted on a first-come, first-served basis until the annual budgeted amount has been exhausted. There is a lifetime cap of \$1,000 per applicant.

This application will not be considered unless all information is completed in full, on this form only, and all requested documentation is provided.

Awarded recipients will be notified via email.

### ABOUT TCT FEDERAL CREDIT UNION

*For more information about TCT FCU and membership eligibility, scan the QR code or visit [TCTFCU.ORG/Join](https://TCTFCU.ORG/Join).*





# TCT Supports the Trades Grant Application

TCT Federal Credit Union is committed to helping members aged 16 or older who are enrolled in or have completed the following programs: GED, Adult Continuing Education, Career and Technical Education (CTE), or Trade Certification, enter the workforce.

Awarded funds can be used to cover educational expenses such as tuition, books, supplies, tools, uniforms, and boots or to help acquire the necessary equipment for starting a new job in a trade.

Name of Applicant \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Name of Parent or Guardian (if a Minor) \_\_\_\_\_

Applicant Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Dollar amount being applied for? \_\_\_\_\_ School or Business you will be attending or working for \_\_\_\_\_

**In the space below, please explain your plan for the future and how the grant money requested will help you achieve your goals.**

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Are you a Member of TCT Federal Credit Union?  Yes  No

What will you use the funds for?  Tuition  Books  Uniforms  Tools  Shoes  Supplies  Other (please explain below)

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## Certification & Release Authorization

The following information must be completed for the applicant to be considered for a scholarship award.

- I certify this information is true, complete and accurate.
- I authorize the release of this information to confirm and/or verify this application.
- I agree to use any grant funds awarded for purposes intended within 12 months of receipt.
- I authorize TCT Federal Credit Union to publish my child's name and/or photo for the use of promotional materials, news releases and/or social media (if student is under the age of 18).

Member Signature (Student) \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

I am under the age of 18.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

# TCT Supports the Trades Grant Application

## For Internal TCT Use Only

- Date Completed Application Received \_\_\_\_\_
- Documentation Included and Complete? Yes \_\_\_\_\_ No \_\_\_\_\_ (follow-up?) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- TCT Membership Verified? By \_\_\_\_\_
- TCT Member Number \_\_\_\_\_
- School/Employer Verified? By \_\_\_\_\_
- Amount Requested \_\_\_\_\_
- Previous TCT Grant Distribution Amount? \_\_\_\_\_ (\$1000 Lifetime Cap)
- Date Sent to Committee For Review \_\_\_\_\_
- Committee Decision \_\_\_\_\_  
\_\_\_\_\_

## Notification Process

- Phone Call to Recipient advising that they'd been selected to receive the grant
- Money is put into the Recipient's TCT Account
- Follow-up letter sent to the Recipient congratulating them on receiving the grant