



# MINI GRANT INSTRUCTIONS

## PROGRAM DETAILS

The Bank On Save Up St. Louis Mini Grant program is a project of the [St. Louis Regional Financial Empowerment Coalition](#) and is generously funded by area [bank and credit union donors](#).

Organizations can apply for grants of up to \$500 per grant cycle to defray the costs associated with hosting **in-person or online** financial education classes (\$100 per class) for adults 18 and over, youth (age 5 to 17), seniors and small business clients. The purpose of the program is to assist organizations in offering financial education classes to help promote the financial health and economic wellbeing of low-income families.

## Class Topics

**Adults:** The class topics allowed under the grant include basic banking services, saving, budgeting, credit/debt, loans, debit and prepaid cards, goal setting, money management, home ownership, identity theft, predatory lending, senior scams/fraud and student loan debt.

**Youth:** Allowable class topics include basic financial education topics above as well as other topics included in the FDIC curriculum for Young People such as content on understanding paychecks, earning money, etc.

**Small Business:** All class topics included in the FDIC curriculum for small business are allowed.

## Curriculum

The preferred curriculum is FDIC Money Smart but other curricula such as Your Money Your Goals, Hands On Banking and Operation HOPE can be used with approval. All 14 modules in [FDIC Money Smart for Adults](#), [FDIC, Money Smart for Young People](#) and [FDIC for Small Business](#) are allowable under the grant.

## Bank On Save Up St. Louis

is part of the national Bank On campaign whose goal is to ensure that every person has a safe and affordable access to a bank or credit union account. Financial education is a critical part of being able to access mainstream banking.

For more information on becoming a mini-grant or coalition partner contact:



[mariyah.byrne@stl.unitedway.org](mailto:mariyah.byrne@stl.unitedway.org)



314-539-4028

The **mission** of the St. Louis Financial Empowerment Coalition is to promote **equitable** opportunities for **financial health** to build **wealth** and **economic prosperity**.



St. Louis Regional  
**FINANCIAL  
EMPOWERMENT  
COALITION**

Grant funds can be used to promote participation and off-set the cost of conducting the classes. Examples include: participation incentives, refreshments, transportation, childcare, printing, marketing/outreach and/or technology supports for hosting online classes.

## **Class Design**

Classes are intended to be 60 to 120 minutes in length. Classes may be offered during the day, the evening or on weekends. Classes must be offered free of charge. Class sizes of 10-20 are ideal to stimulate learning and class participation. The intended audience is individuals who do not use mainstream bank and credit union accounts. **Note that banking topics require a Bank On Save Up bank or credit union partner to teach or co-teach the class.**

## **Grant Eligibility Requirements**

- Operate within the St. Louis Metro Region (16 county area in MO/IL)
- Be a non-profit or volunteer organization (i.e. block unit, community action agency, community development agency, faith group, neighborhood association, workforce development organization, etc.)
- Serve a low- to moderate income client base

## **Duties of the Grantee**

- Organize all aspects of the class (date, time, location, presenter, marketing, refreshments, etc.)
- Identify a St. Louis RFEC banking partner to teach any banking related classes (see FAQ for help)
- Offer the classes at no charge and ensure that no products and services are promoted
- Post class details on [www.moneysmartstlouis.org](http://www.moneysmartstlouis.org) calendar (if classes are open to the public)
- Provide adequate facility staffing (i.e. building security or childcare assistance, if applicable)
- Track class attendance (required)
- Conduct/collect a class evaluation to help us assess the effectiveness of the class (optional)
- Conduct pre and post-tests from participants to help you assess effectiveness (optional)

## **Instructors**

Instructors agree to not promote their organizations' or any specific company's products or services, not to solicit business relationships from program participants and only provide clear and unbiased information to workshop participants.

## **Application Submission/Deadlines**

Applications will be accepted on a rolling basis. Applications must be submitted by the **2<sup>nd</sup> Friday of the month**. Applicants will be notified the following week whether their application is approved. The grant period begins on the 1<sup>st</sup> of the following month or for the time period specified in the application. Organizations can apply to host up to five classes per grant. The grant period is four months. For example, if an organization applies for a grant in February 2022, they could host up to five classes anytime between March 1, 2022 and June 30, 2022. They could also request to host the 5 classes over a different time frame. For example, June 1, 2022 to July 30, 2022.

Organizations are eligible for a total of \$1,500 per calendar year (up to 3 funding periods per year).

Application: <https://uwgsl.tfaforms.net/4602847>



## **Applicant Training**

- All new applicants must view a training webinar. The purpose of the applicant training is to help you submit a successful grant application. Training will include a review of the grant guidelines – curricula, approved topics, use of grant funds, approved financial partners and grant reporting procedures.
- Please complete the following form to receive the training video:  
<https://www.surveymonkey.com/r/minigrantraining>.
- **For questions about the training or application process, please contact:** Mariah Byrne at [mariah.byrne@stl.unitedway.org](mailto:mariah.byrne@stl.unitedway.org) or 314-539-4028.

## **Notice of Award**

We will send an email to the contact listed on the grant application within 48 business hours of grant deliberation. Please note that grant funds are paid after the approved programs have been completed and grant requirements are met.

## **Grant Reporting**

If you receive a grant award, please complete your Post-Award Report through this link: <https://uwgsl.tfaforms.net/4602848> and send sign-in sheets/attendance records to [minigrants@moneysmartstlouis.org](mailto:minigrants@moneysmartstlouis.org).

## **Grant Reimbursement:**

- 100% of this grant must be used to cover the hosting of financial education classes. Funds can be used to offset the costs for technology to host the classes or provide internet access, refreshments, attendance incentives, transportation, childcare expenses, printing, marketing/outreach, etc.
- Submit required documentation for grant payment by the end of the grant period. We do not require submission of receipts. **Important: Grant funds will be paid after classes are completed and all documentation received.**
- To receive grant payment, **submit all documents**. All documents must be received by the end of the grant period.
  - Post-Award Report (required)
  - Class sign-in sheets or attendance documentation (required)
  - Participant evaluation (optional)
  - Pre- and post-tests for each class (optional)





## **Why are we doing this?**

The St. Louis RFEC is dedicated to increasing family self-sufficiency and prosperity in our communities through financial education and asset-building strategies. Our mission is promoting equitable opportunities for financial health to build wealth and economic prosperity. Our goal is to transform how non-profit agencies and other partners do business by integrating financial education, banking access, saving and/or credit building into program models and service delivery that will move families further up the economic ladder.

**Bank On Save Up St. Louis** is a priority initiative of the St. Louis RFEC. The goal of Bank On is to ensure that everyone has access to a safe and affordable bank or credit union account. Bank On is also the steppingstone to changing the mindset of consumers and helping people transition to financial mainstream banking and to avoid predatory practices.

Community organizations are the trusted link between financial institutions and the unbanked or underbanked consumer and the best place to deliver financial education. As a community partner, your role is key in assisting consumers who utilize alternative financial services to participate in mainstream banking.

## **Do I have to turn in receipts for my expense?**

No. We do not require you to submit expense receipts.

## **What if I cannot recruit 10 class participants?**

A minimum class size of 10 students is recommended to stimulate class discussion. Grant applications for smaller class sizes will be reviewed on a case-by-case basis. Please contact Mariah Byrne at [mariah.byrne@stl.unitedway.org](mailto:mariah.byrne@stl.unitedway.org) to discuss your situation.

## **Do I have to use a Coalition Bank Partner to teach the classes?**

Coalition bank or credit union partners are required for all classes on the topic of banking. However, we encourage you to utilize our coalition partners as a resource to teach any of your classes if you are looking for help.

## **If I need help finding a volunteer or banker to teach a class, whom should I contact?**

Please contact Debbie Irwin at [debbie.irwin@stl.unitedway.org](mailto:debbie.irwin@stl.unitedway.org).

## **Who are the Coalition Financial Institution Partners that I can reach out to for my banking class?**

Stifel Bank & Trust, Commerce Bank, Midwest BankCentre, Montgomery Bank, PNC, Sterling Bank, Great Southern Bank, US Bank, First Bank, Bank of America, Busey Bank, CIBC, Carrollton Bank, Enterprise Bank & Trust, FCB Banks, Regions Bank, Simmons Bank, Central Bank, St. Louis Community Credit Union, Vantage Credit Union and Together Credit Union

