

National Credit Union Administration
2016 Grant Round Reimbursement Guideline

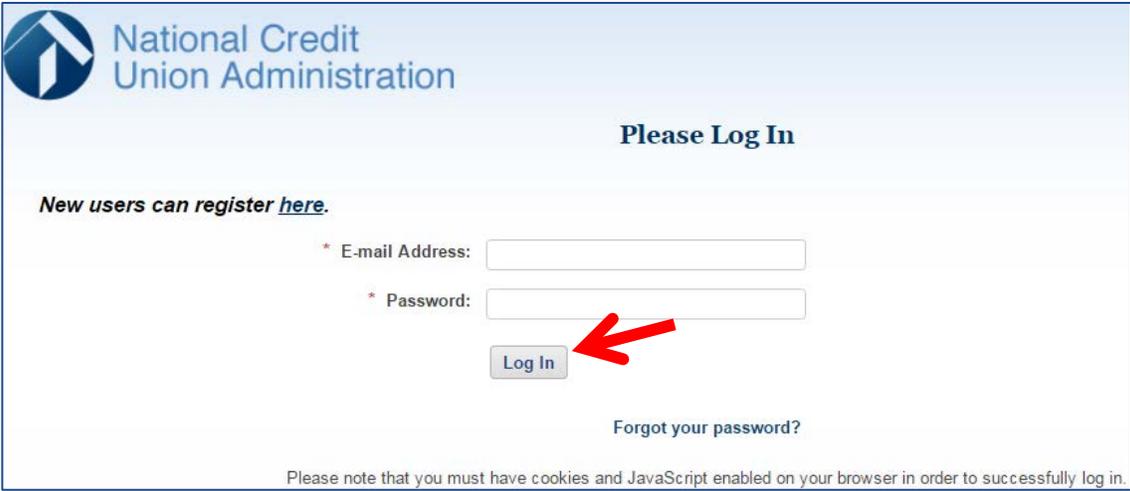
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Step One: Login into CyberGrants Account

- A. Login into your CyberGrants account using the following website:
www.cybergrants.com/ncua/applications
- B. Enter your **Email Address** and **Password**. Then, click the Log In button.
- C. If you forget your login information, click the **“Forgot your password?”** link.¹



National Credit Union Administration

Please Log In

New users can register [here](#).

* E-mail Address:

* Password:

Log In

[Forgot your password?](#)

Please note that you must have cookies and JavaScript enabled on your browser in order to successfully log in.

Step Two: Review and Confirm Award Details

Go to the [Applications Requiring Action](#) section then select the **“Report”** button next to the 2016 Grant Round 1 project title.

Applications Requiring Action			
Action	Project Title	Application Date	Proposal Type
View Original	2016 Grant Round 1	07/07/2016	2016 Grant Application
Report	Impact Report(s) Due: Confirmation of Grant Usage (Due 09/10/2016)		

¹ All password resets must be done utilizing the “Forgot your password” link. This is managed by the CyberGrants vendor and OSCUI has no access or control to perform this function.

Review the details of your grant award, then select “Save and Proceed”.

Welcome Page	2016 Grant Round Award Details	Grants Confirmation
2016 Grant Round Award Details		
<p>Please review the details of your grant award then proceed to the next page to confirm if you will use the funds. If you do not provide a response within the allotted timeframe, we will close the grant and withdraw the funds from the credit union. * indicates required field</p>		
Grant Initiative Approved	This is the grant initiative you were approved to use on your project. Student Intern	
Grant Amount Approved	This is the maximum grant amount you were approved for to initiate the grant project listed above. \$4,000.00	
Grant Commitment Number	This is the commitment number associated with your grant. 35000	
Grant Expiration Date	This is the date you must complete and submit all of your reimbursement documentation. 07/31/2016	
<input type="button" value="Save and Proceed"/> 		

Confirm if you will use the funds before the grant expires by selecting “Yes” or “No”. Then select “Save and Proceed” and click “Submit”. This must be completed by September 24, 2016.

Welcome Page	2016 Grant Round Award Details	Grants Confirmation
Grants Confirmation		
<p>* indicates required field</p>		
* Confirmation of Grant Usage	Do you plan to use the 2016 OSCUI grant for your approved project before the commitment expiration date?	
	<input type="button" value="Save and Proceed"/> 	

Step Three: Access Reimbursement Request

Go to the Reimbursements Requiring Action section then select the *Revise* button next to the 2016 Grant Round 1 project title.

Reimbursements Requiring Action			
Action	Project Title	Application Date	Proposal Type
Revise	2016 Grant Round 1	05/10/2016	2016 Grant Initiatives (Reimbursement Request)



Step Four: Award Information

Review this section for details about the initiatives you were approved and NOT approved for. Also, this section will include other general information pertaining to your award; then click ***Save and Proceed***.

- **Application Identification Number** – Please include this identification in all email correspondence with our office related to this grant.
- **Commitment Number** – Please include this number in all email correspondence with our office related to this grant.
- **Grant Expiration Date** – You must complete and submit all reimbursement documentation by this date.
- **Grant Initiatives Approved by NCUA** – This section will list each initiative you were approved for.
- **Grant Amount** – This section displays the grant amount you were approved for, along with the specific initiative.
- **Grant Initiatives NOT Approved by NCUA** – This section will list each initiative you applied for and were approved NOT for.

Welcome Page	Award Information	Contact Information	Organization Information	Reimbursement Guideline	Capacity and Growth Reimbursement	Cyber Security Reimbursement	Staff Training Reimbursement	Student Intern Reimbursement	Terms and Conditions
Award Information									
* Indicates required field									
Please review the following reimbursement guideline before you proceed with this request: 2016 Reimbursement Guidelines									
Application ID		2016G-0006							
Commitment Number		350000000							
Grant Expiration Date		01/31/2017							
You can view which grant initiatives you were approved and not approved for below:									
Grant Initiatives Approved by NCUA		Capacity and Growth Cyber Security Staff Training Student Intern							
Capacity and Growth Grant Amount:		\$3,000.00							
Cyber Security Grant Amount:		\$3,000.00							
Staff Training Grant Amount:		\$3,000.00							
Student Intern Grant Amount:		\$3,000.00							
Grant Initiatives NOT Approved by NCUA									
<input type="button" value="Save and Proceed"/>									

2

² This image is an example and does not represent the details pertaining to your award.

Step Five: Contact Information

Verify that the contact information listed is accurate and up-to-date.

- To add a new contact, click **Create New**.
- To edit an existing contact, click the name of the existing contact.
- Click **Save and Proceed** when finished.

Contact Information

* indicates required field

To successfully submit this application, you must create one primary and one secondary contact. After creating both contacts, select the "Match" box next to one primary contact and select the "Match" box next to one secondary contact.

<input checked="" type="checkbox"/>	Match: Click to associate this individual with this application.	Name: JANE SMITH Phone: 1234567890 E-mail: jsmith@fakeemail.com Contact Type: Secondary Contact
<input checked="" type="checkbox"/>	Match: Click to associate this individual with this application.	Name: JOHN SMITH Phone: 1234567890 E-mail: jsmith@fakeemail.com Contact Type: Primary Contact

Step Six: Organization Information

Verify the information that appears on the screen.

- If it is accurate, click **Save and Proceed**.
- **If not:** update the necessary information, then click **Save and Proceed**.

Welcome Page	Award Information	Contact Information	Organization Information	Reimbursement Guideline	Capacity and Growth Reimbursement	Cyber Security Reimbursement	Staff Training Reimbursement	Student Intern Reimbursement	Terms and Conditions
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Organization Information

* indicates required field

* FCU/ICU

* Address

* City

* State

* Zip

* Tax Identification Number
Please enter 9 digits only; do not include a dash. For example: 127538524

* Credit Union DUNS Number
Please enter digits only; do not include a dash. For example: 753852441
For a DUNS number call 1-866-705-5711 or go to <http://fedgov.dnb.com/webform>

Payment by Electronic Funds Transfer (EFT)
In accordance with the Debt Collection Improvement Act of 1996 (Public Law 104-134), the NCUA must make payments to credit unions by Electronic Funds Transfer (EFT). Credit unions that did not receive reimbursement/electronic funds transfer disbursement from OSCUI Grant Program during or after 2011 or credit unions that have had changes in banking information should complete the following information.

For ACH transactions, Treasury requires NCUA to use **only** a checking transaction code with account numbers at least 4 digits in length, and **only** contain numbers, spaces, or dashes (no decimals). Please verify with your institution the correct RTN and account info for ACH use.

* Financial Institution Name

* 9-Digit Routing & Transit No. (RTN)

* Account Holder Name

* Account Number

* Account Type

* Banking Information Change (?)
Please select "Yes" if any of your banking information changed and you have updated the applicable record with this application. If no change, select No.

Step Seven: Reimbursement Acknowledgement

Acknowledge reviewing the expense guidelines for reimbursement.

- Read through the expense guidelines and ineligible expenses and ***Check the Reimbursement Acknowledgement box.***
- Then click ***Save and Proceed.***

Welcome Page	Award Information	Contact Information	Organization Information	Reimbursement Guideline	Capacity and Growth Reimbursement	Cyber Security Reimbursement	Staff Training Reimbursement	Student Intern Reimbursement	Terms and Conditions
<h3>Reimbursement Guideline</h3> <p style="text-align: right;">* indicates required field</p>									
<h4>Reimbursement Process</h4>									
<p>NCUA will review the reimbursement requests and issue payment as a direct deposit to reimburse approved expenditures. The credit union will be notified of the decision via email.</p> <ul style="list-style-type: none">• NCUA will not process incomplete reimbursement requests. Incomplete requests must be resubmitted, provided the commitment expiration date has not passed. Failure to do so may result in the funds being forfeited.• Supporting documentation consists of a proof of payment and proof of purchase (for Capacity Growth and Cyber Security initiatives)• If NCUA has pending questions regarding a particular reimbursement request the credit union will be notified via email.									
<h4>Expense Guidelines</h4>					<h4>Ineligible Expenses</h4>				
<ul style="list-style-type: none">• All expenses must be directly related to the specific project approved.• NCUA will reimburse expenses listed in approved grant applications up to the total grant amount. Evidence of payment after the grant approval must be submitted with the reimbursement request.• Expenses eligible for reimbursement must be paid after the grant application is approved and before the grant commitment expires.• Applicants are required to follow the due diligence over "Third Party Service Providers" as directed by NCUA Letter to Credit Unions 01-CU-20 and must submit a written agreement detailing the services/products with costs involved. Contractor fees that are not substantiated in writing in a partnership/contractor's agreement will not be reimbursed.• Invoices from outside parties must be billed to and paid by the credit union.• Reimbursements will be made to the awardee credit union only.					<ul style="list-style-type: none">• The following represent conflicts of interest and as a result are ineligible uses of grant funds:<ul style="list-style-type: none">◦ Salaries/payments to employees for services provided◦ Employees and board members may not receive compensation from hired consultants, partners or vendors◦ Contracts given to credit union employees and board members or their relatives are prohibited.• The following miscellaneous operational expenses are ineligible uses of grant funds:<ul style="list-style-type: none">◦ Custodial services◦ Food and refreshments◦ Matching Funds such as the matching portion of an Individual Development Account program◦ Monthly, annual maintenance, and insurance costs◦ Prepaid expenses such as expenses the credit union has paid prior to receiving grant approval◦ Promotional items such as gifts, giveaways, souvenirs, gift cards◦ Recurring operational expenses such as rent, utilities, annual audits, depreciation, funding for the allowance for loan losses, and office supplies◦ Transportation, mileage, and parking for employees• The following non-operational expenses are ineligible uses of grant funds:<ul style="list-style-type: none">◦ NCUA or other government agency employee expenses◦ Projects/Contracts based on covered relationships with NCUA employee(s)				
<p>* Reimbursement Acknowledgement (?) NCUA will not process incomplete reimbursement requests. Incomplete requests must be resubmitted, provided the commitment expiration date has not passed. Failure to submit ALL documentation within the expiration date may result in the funds being forfeited</p> <p><input checked="" type="checkbox"/> I, the authorized CU representative, certify the submission of ALL required documents</p> <p style="text-align: center;"><input type="button" value="Save and Proceed"/></p>									

Step Eight: Capacity and Growth Reimbursement

If you did not receive a grant for this initiative, then bypass this section by clicking *Save and Proceed*. Then, skip to Page 9.

- Please complete the **Capacity and Growth Reimbursement** screen using the following guidance:
 - 1) **Capacity and Growth Project Option(s) Selected** – This section displays the project(s) you selected in your application. See #10 for examples of eligible project expenses.
 - 2) **Capacity and Growth Award Amount** – The maximum reimbursement you are eligible to receive.
 - 3) **Capacity and Growth Project Outcome Summary** – Use up to 2,000 characters to describe the benefits of implementing this new project for your field of membership, projections of product uptake, and how many members are estimated to join the credit union.
 - 4) **Scope of Work** – Upload the scope of work for your project(s).
 - 5) **Final Project Report** – Upload the final report of your project(s).
 - 6) **Proof of Purchase Documentation** – Upload the proof of purchase for your project(s). The following are proof of purchase examples we will accept:
 - **Proof of Purchase Examples**
 - An invoice from the vendor on vendor letterhead,
 - A contract or receipt, or
 - A work order.
 - 7) **Proof of Payment Documentation** – Upload the proof of payment for your project(s). The following are proof of payment examples we will accept:
 - **Proof of Payment Examples**
 - A copy of a cleared check (requires the front and back of cleared check OR a cleared electronic copy with clearance information),
 - An ACH confirmation receipt,
 - A credit card statement with the payment amount and vendor listed in the statement, or
 - Confirmation of a wire transfer (requires details such as transaction ID, amount, and date).

- 8) **Capacity and Growth Reimbursement Request Amount** – Enter the dollar amount you are requesting for reimbursement.
- 9) Then click *Save and Proceed*.

Note: Please upload all documents in the Adobe PDF format.

- 10) Eligible project expenses include:
 - Accounting costs associated with Network CU model,
 - Attorney fees,
 - Construction,
 - Consulting,
 - Data processing such as analytics, consolidation, and conversions,
 - Feasibility study,
 - Implementation, and
 - Marketing (not to exceed \$2,500).

Funds may not be used to cover operating expenses of an existing program.

Additional expense requirements applicable to all grants is provided under the “Expense Guidelines” and “Ineligible Expenses” sections on page 15 and page 16 of this document.

Step Nine: Cyber Security Reimbursement

If you did not receive a grant for this initiative, then bypass this section by clicking *Save and Proceed*. Then, skip to Page 11.

- Please complete the **Cyber Security Reimbursement** screen using the following guidance:
 - 1) **Cyber Security Project Option(s) Selected** – This section displays the project(s) you selected in your application. See #9 for examples of eligible project expenses.
 - 2) **Cyber Security Award Amount** – The maximum reimbursement you are eligible to receive.
 - 3) **Cyber Security Project Outcome Summary** – Use up to 2,000 characters to describe how the grant funds were used and how this project(s) will benefit or improve credit union operations.
 - 4) **Final Project Report** – Upload the final report of your project(s).
 - 5) **Proof of Purchase Documentation** – Upload the proof of purchase for your project(s). The following are proof of purchase examples we will accept:
 - **Proof of Purchase Examples**
 - An invoice from the vendor on vendor letterhead,
 - A contract or receipt, or
 - A work order.
 - 6) **Proof of Payment Documentation** – Upload the proof of payment for your project(s). The following are proof of payment examples we will accept:
 - **Proof of Payment Examples**
 - A copy of a cleared check (requires the front and back of cleared check OR a cleared electronic copy with clearance information),
 - An ACH confirmation receipt,
 - A credit card statement with the payment amount and vendor listed in the statement, or
 - Confirmation of a wire transfer (requires details such as transaction ID, amount, and date).
 - 7) **Cyber Security Reimbursement Request Amount** – Enter the dollar amount you are requesting for reimbursement.
 - 8) Then click *Save and Proceed*.

Note: Please upload all documents in the Adobe PDF format.

- 9) Eligible project expenses include:
- Implementation costs,
 - Planning costs, and
 - Project start-up costs.

Funds may **not** be used to cover implementation and operational expenses of an existing program OR equipment expenses such as iPads or laptops.

Additional expense requirements applicable to all grants is provided under the “Expense Guidelines” and “Ineligible Expenses” sections on page 15 and page 16 of this document.

Step Ten: Staff Training Reimbursement

If you did not receive a grant for this initiative, then bypass this section by clicking *Save and Proceed*. Then, skip to Page 12.

- Please complete the **Staff Training Reimbursement** screen using the following guidance:
 - 1) **Training Topic(s) Selected** – This section displays the training topics you selected in your application.
 - 2) **Staff Training Award Amount** – The maximum reimbursement you are eligible to receive.
 - 3) **Type of Training** – Identify if the training was for a group (6 or more people) or individuals (5 or less people).
 - 4) **Start Date** – Enter the start date of training project.
 - 5) **End Date** – Enter the end date of training project.
 - 6) **Staff Training Outcome Summary** – Use up to 2,000 characters to describe how the grant benefitted members and effected the credit union operations. Also identify the position titles of the people that participated in the training.
 - 7) **Staff Training Reimbursement Request Amount** – Enter the dollar amount you are requesting for reimbursement.
 - 8) **Certifying Credit Union Official’s Full Name** – Enter the full name of the credit union official certifying the grant funds were used for the training project.
 - 9) **Certifying Credit Union Official’s Initials** – Enter the initials of the credit union official certifying the grant funds were used for the training project.
 - 10) **Certification of Purchase and Payment for Training** – Check the box to certify the terms for reimbursement.
 - 11) Then click *Save and Proceed*.

Funds may not be used to cover equipment lodging, or travel expenses.

Additional expense requirements applicable to all grants is provided under the “Expense Guidelines” and “Ineligible Expenses” sections on page 15 and page 16 of this document.

Step Eleven: Student Intern Reimbursement

If you did not receive a grant for this initiative, then click **Save and Proceed**.

- Please complete the **Student Intern Reimbursement** screen using the following guidance:
 - 1) **Student Intern Award Amount** – The maximum reimbursement you are eligible to receive.
 - 2) **Intern Name(s)** – Enter the name(s) of the intern hired.
 - 3) **Intern Email Address(es)** – Enter the email address(es) of the intern(s) hired.
 - 4) **Start Date** – Enter the start date of your internship program.
 - 5) **End Date** – Enter the end date of your internship program.
 - 6) **Hours Worked by Intern(s)** – Enter the total number of hours worked by the intern(s).
 - 7) **Student Intern(s) Project Outcome Summary** – Use up to 2,000 characters to have your intern write a statement describing the impact of the internship and how it will benefit them in the future.
 - 8) **Credit Union Project Outcome Summary** – Use up to 2,000 characters to describe the benefits of the student internship grant. Also, describe the job duties/assignments the intern performed.
 - 9) **Student Intern Reimbursement Request Amount** – Enter the dollar amount you are requesting for reimbursement.
 - 10) **Certifying Credit Union Official’s Full Name** – Enter the full name of the credit union official certifying the grant funds were used for the student intern project.
 - 11) **Certifying Credit Union Official’s Initials** – Enter the initials of the credit union official certifying the grant funds were used for the student intern project.
 - 12) **Certification of Payment to Intern(s)** – Check the box to certify the terms for reimbursement.
 - 13) Then click *Save and Proceed*.

Additional expense requirements applicable to all grants is provided under the “Expense Guidelines” and “Ineligible Expenses” sections on page 15 and page 16 of this document.

Step Twelve: Terms and Conditions

- Read the certification terms.
- Describe any changes to the banking information on file in the Organization Information section.
- **Check the box** to verify the information and certify the terms and conditions for reimbursement.
- Then click **Save and Proceed**.

Welcome Page	Award Information	Contact Information	Organization Information	Reimbursement Guideline	Capacity and Growth Reimbursement	Cyber Security Reimbursement	Staff Training Reimbursement	Student Intern Reimbursement	Terms and Conditions
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Terms and Conditions

* indicates required field

- The Grantee is currently a low-income designated credit union, as defined in Section 701.34 of NCUA's Rules and Regulations; and complies with the program objectives as described in Office of Small Credit Union Initiatives Grant Guidelines, NCUA Rules and Regulations, and United States Office of Management and Budget Circular A-110, A-122, and A-133.
- OSCUI will accept only ONE reimbursement request, which must include proof of payment and proof of purchase for ALL expenses eligible for reimbursement under the Grant through completion of the project. Failure to submit all required information prior to the expiration date may result in the denial of the request.
- Grantee has conducted its activities such that no person was excluded from participation in, or denied the benefits of, activities funded by this Grant, as a of result discrimination on the basis of race, color, national origin, sex, age or disability in the distribution of services and/or benefits provided under this grant program. Upon request by NCUA, Grantee agrees to provide evidence of its compliance with this program requirement.
- The credit union is aware that NCUA will correspond with the credit union regarding this reimbursement by email (utilizing the email provided in this reimbursement request).

* Describe changes made to the banking information. Please provide information on the changes. Example: Bank name or routing number etc. If there are no changes, please type N/A.

(2000 character maximum)

* By checking this box, I, the authorized credit union representative of the Grantee, certify the Grantee's compliance with the above restrictions. Please check this box.

Please check this box.

Step Thirteen: Review Your Reimbursement Request

Review the information you input before you submit the reimbursement request to NCUA.

- This is the last chance you will have to edit your request. If you need to make additional changes, scroll to the bottom and click **Save Only**.

If you are ready to submit, click **Submit**.

Reimbursement Checklist

Use this table to check off the steps as you complete them.

#	Step	Action	✓
1	Login into CyberGrants Account	Enter email address and password	
2	Confirm Award Details	Click the report link	
3	Access Reimbursement Information	Click the revise link	
4	Award Information	Review award information	
5	Contact Information	Verify information is correct	
6	Organization Information	Verify organization information is correct	
7	Reimbursement Acknowledgement	Acknowledge review of expense guidelines	
8	Capacity and Growth Reimbursement (if applicable)	Input reimbursement information & upload all required documents	
9	Cyber Security Reimbursement (if applicable)	Input reimbursement information & upload all required documents	
10	Staff Training Reimbursement (if applicable)	Input reimbursement information	
11	Student Intern Reimbursement (if applicable)	Input reimbursement information	
12	Terms and Conditions	Review and certify terms and conditions	
13	Review Your Reimbursement	Review your request before submitting	

NCUA Reimbursement Review

- NCUA will review the reimbursement requests and issue payment as a direct deposit to reimburse approved expenditures. The credit union will be notified of via email.
- NCUA will not process incomplete reimbursement requests. Incomplete requests must be resubmitted, provided the commitment expiration date has not passed.
- Supporting documentation consists of a proof of payment and purchase.
- If NCUA has pending questions regarding a particular reimbursement request the credit union will be notified via email.

Expense Guidelines

- All expenses must be directly related to the specific project approved.
- NCUA will reimburse expenses listed in approved grant applications up to the total grant amount. Evidence of payment after the grant approval must be submitted with the reimbursement request.
- Expenses eligible for reimbursement must be paid *after* the grant application is approved and *before* the grant commitment expires.
- Applicants are required to follow the due diligence over “Third Party Service Providers” as directed by [NCUA Letter to Credit Unions 01-CU-20](#) and must submit a written agreement detailing the services/products with costs involved. Contractor fees that are not substantiated in writing in a partnership/contractor’s agreement will not be reimbursed.
- Invoices from outside parties must be billed to and paid by the credit union.
- Reimbursements will be made to the awardee credit union only.

Ineligible Expenses

1. The following represent conflicts of interest and as a result are ineligible uses of grant funds:
 - Salaries/payments to employees for services provided.
 - Employees and board members receiving compensation from hired consultants, partners or vendors.
 - Contracts given to credit union employees and board members or their relatives.

2. The following miscellaneous operational expenses are ineligible uses of grant funds:
 - Custodial services,
 - Food and refreshments,
 - Matching Funds such as the matching portion of an Individual Development Account program,
 - Monthly, annual maintenance, and insurance costs,
 - Prepaid expenses such as expenses the credit union has paid prior to receiving grant approval,
 - Promotional items such as gifts, giveaways, souvenirs, gift cards

- Recurring operational expenses such as rent, utilities, annual audits, depreciation, funding for the allowance for loan losses, and office supplies, and
 - Transportation, mileage, and parking for employees.
3. The following non-operational expenses are ineligible uses of grant funds:
- NCUA or other government agency employee expenses, and
 - Projects/Contracts based on covered relationships with NCUA employee(s).

Treasury Guidance

Credit unions are expected to follow U.S. Treasury/Office of Management and Budget (OMB) Guidance and Circulars such as:

- A-110: Uniform Administrative Requirements for Grant and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations,
- A-122: Cost Principles for Non-Profit Organizations, and
- A-133: Management Responsibility for Internal Control.

Refer to this link to the OMB Website for additional information:

http://www.whitehouse.gov/omb/circulars_default

Reporting/Accounting Guidance

For accounting guidance for grant awards from the OSCUI Grant Program, refer to NCUA Accounting Bulletin No. 07-2. Credit unions are encouraged to consult with their auditor/CPA if there are further questions in this regard.

Click the following link to be directed to NCUA Accounting Bulletin No. 07-2 on the NCUA website:

<http://www.ncua.gov/Legal/GuidesEtc/AccountingBulletins/ACCTBUL07-02.pdf>

Contact Information

For immediate assistance, email general questions regarding the OSCUI Grant Program to OSCUIAPPS@ncua.gov.

For technical question regarding the grant application or reimbursement request, utilize the “*Need Support?*” link in the online grant system.

Other Assistance Offered By OSCUI

Information regarding other assistance offered by OSCUI can be found in the following locations on the NCUA website:

Consulting – www.ncua.gov/services/Pages/small-credit-union-learning-center/services/consulting.aspx

Grants and Loans – www.ncua.gov/services/Pages/small-credit-union-learning-center/services/grants-loans.aspx

Training – <https://www.ncua.gov/services/Pages/small-credit-union-learning-center/services/training-events.aspx>

Partnerships – <https://www.ncua.gov/services/Pages/small-credit-union-learning-center/services/partners.aspx>