



## **Attention Oakland-Based Community Stakeholders:**

### **Application for a “Super Venue” Mini-Grant to support Financial Education**

**Bank on Oakland** through Operation HOPE is offering **\$500 to \$1000 mini-grants** to provide financial education classes and referrals to banking partners to serve a minimum of **50 to 100** or more unbanked participants per class. Unbanked participants are defined as those adults, ages 18 and older, without a current financial institution relationship at the time of account opening. Awarded grantees can apply up to a maximum of four mini-grants or a total of **\$4,000** per fiscal year to offer financial education classes and referrals of **200** or more unbanked participants. The financial education curriculum must meet FDIC and Bank on Oakland standards.

Our FDIC partner and Operation HOPE are interested in offering a “train-the-trainer” classes on the acceptable curricula to all those who are awarded the financial education mini-grant. Classes can be tailored to meet the specific needs of your clients or employees, and can be provided in English, Spanish and Cantonese. We highly recommend attending the “train-the-trainer” workshop to be sure your program teaches an approved curriculum. You may also review “Money Smart” and tailor its curriculum to your organization needs.

#### **Project Details**

⌚ The Bank on Oakland program will provide \$500 to \$1,000 grants and up to a maximum of \$4,000 to cover the costs associated with hosting a financial training class (or classes), and incentive for becoming a “Super Venue” community stakeholder. For every \$500 mini-grant, it must educate a minimum of 50 unbanked clients; for every \$1,000 mini-grant, it must educate a minimum of 100 unbanked clients. *Funds will be distributed after the successful completion of class.*

⌚ Bank on Oakland will provide a “train-the-trainer” workshop(s) for grantees to offer training on acceptable curricula, which must include education on:

|               |                    |
|---------------|--------------------|
| Basic Banking | Credit             |
| Checking      | Debit Cards        |
| Savings       | Direct Deposit     |
| Budgeting     | Overdraft/NSF fees |

⌚ The class will cover basic checking account management, budgeting, savings, credit, and avoiding financial pitfalls.

⌚ Classes can vary between 90 minutes and 2.5 hours in length, depending on the type of class requested by the organization.

⌚ Classes for the unbanked may be offered during the day, the evening or on weekends.

#### **Eligibility Requirements**

⌚ Organization must be located within, and primarily serve residents of Oakland.

⌚ Organization must serve a low to moderate income client base.

⌚ Organization does not need to be a 501(c) 3 to be eligible; employers or other groups may apply.

- ⌚ Organization must be able to provide a meeting space and appropriate staff (including childcare providers) as necessary.
- ⌚ Must be able to recruit a minimum of fifty (50) participants.
- ⌚ Preference will be given to groups willing to open the class to the public and list details on [bankonoak.org](http://bankonoak.org).
- ⌚ Must be willing to conduct and collect the short Bank on Oakland Financial Education Survey of participants to help us assess the effectiveness of these classes.
- ⌚ Organization must be responsible for tracking enrollment, completion and referral of the unbanked.
- ⌚ Organization is responsible for organizing all aspects of the class.

### **Grant Uses**

- ⌚ 100% of this grant must be used to cover the costs of hosting a financial education class, including providing refreshments, outreach, childcare, and covering staff costs.
- ⌚ A trainer-the-trainer class and Money Smart curricula will be provided by Bank on Oakland at no cost to you or your organization.
- ⌚ The payment will be distributed within 15 days upon receipt of the invoice with documentation of successful completion of the class.

### **Submission**

Please complete the application and return to the address provided below. Organizations can apply multiple times but will only be eligible to receive a maximum of \$4,000 per fiscal year. For additional information, please e-mail [elaine.denault@operationhope.org](mailto:elaine.denault@operationhope.org).

Completed applications should be e-mailed to [elaine.denault@operationhope.org](mailto:elaine.denault@operationhope.org) by 5p.m. PST, **Tuesday, October 31, 2011**. Please include "BOO Super Venue Mini-Grant" in the subject line.

Applications received after the submission deadline or in hardcopy format will not be accepted.



## Application for a “Super Venue” mini-grant to support Financial Education

Which of the following best describes your organization?

- Workforce development
- Affordable housing
- Immigrant services
- Family support
- Local employer
- Labor union
- Financial institution
- Other \_\_\_\_\_

What is the average annual income your clients earn?

- \$0 - \$10,000
- \$10,001 - \$20,000
- \$20,001 - \$30,000
- \$30,001 - \$40,000

What languages will your organization be able to provide the financial education in?

- Spanish
- Cantonese
- English

What bank topics does your financial education class cover (if any)?

Please check all those appropriate to you:

- Determine Your Checking Account Needs
- Checking Account Fees
- Types of Checking Accounts
- Choosing a Checking Account
- Check Register
- Writing a check
- Checking Account Statement

Proposed date(s) and time(s) of financial education classes:

Estimated number of attendees (50 / 100 person minimum):

Location of meeting space:

How do you plan to promote your financial education class(es):

Will you be able to open this event to the public?  Yes  No  
If No, please state reason(s) why:

We are willing to invite a partner bank or credit union to participate:  Yes  No  
If yes, we would like to work with:

- People's Federal Credit Union
- Chase Bank
- Bank Of The West
- One Pacific Coast Bank
- Patelco Credit Union
- Bank Of America
- Citibank
- Wells Fargo
- Any of the above

Additional comments:

**Contact Information**

Contact name: Title:

Organization:

Address:

Phone: E-mail:

**Submission**

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