

Corporations Securities & Commercial Licensing (CSCL) Bureau
Securities Education Trust Fund (SETF)

Authority

Michigan, Uniform Securities Act (2002), Section 605, MCL 451.2601

Mission

The Corporations, Securities & Commercial Licensing Bureau (CSCL) supports business growth and job creation while protecting the health, safety, and welfare of Michigan's citizens through a simple, fair, efficient, and transparent regulatory structure.

Eligible Applicants

Non-profit, 501(c)(3), groups that provide investment education within Michigan's communities.

Submitted applications are **not** a guarantee funds will be provided.

Grant Priorities

Of interest to CSCL Bureau are projects that:

- Expand the body of knowledge and/or provide practical materials that will have a positive impact on investor education or protection.
- Research methods to improve disclosure to investors about investments and financial services.
- Encourage investors to check the background of financial professionals prior to doing business with them.
- Encourage Michigan investors to take control of their financial future through investor education.
- Advance practice, policy, and thought in the fields of investor education and protection.

Types of Projects

The Bureau seeks to fund projects that advance its mission through:

- **Securities investment educational projects or programs.** Funding is for programs that respond to an unmet financial education, investor education or investor protection need for a target audience.
- **Research.** Funding is for research that expands the body of knowledge and offers solutions in the field of financial education, investor education and investor protection.
- **Combination of research and educational program.** Funding is available for initiatives that lead with a research element and follow with a high-impact financial education, investor education or investor protection project based upon the results of the research.

Grant Amounts

The highest amount each grantee can request per application is **\$50,000**. Grants will be awarded based upon the merit of the program, other resources and the number of individuals educated in investment related topics.

Corporations Securities & Commercial Licensing (CSCL) Bureau
Securities Education Trust Fund (SETF)

Eligible applicants are non-profit, 501(c)(3), groups that provide investment education within Michigan communities. Activities in the grant will need to be completed within **365 days of the delivery start date**. Grant funds may be used to purchase any appropriate educational resources, software materials, or equipment for instruction geared towards investment securities. *Certain items will not be funded, such as video cameras and unrelated events/workshops.* Grant requests will be accepted throughout the year. **The Final report** must be submitted to CSCL **within 10 days of the last day of grant activity** (LARA Grant Contract 1.4.C). The final report must include measurable project outcomes and a financial accounting of the actual program expenditures (LARA Grant Contract 1.4.C.3). See Sample LARA Grant Contract template. **Failure to submit either the outcome report or the financial report will forfeit future grant award consideration.**

Grant Application Process

Submit Grant Application 3 months prior to grant implementation			Payments and Reporting
Phase 1	Phase 2	Phase 3	
<p>Grant proposals is submitted. Once submitted, a letter; acknowledging receipt of grant program proposal; will be sent to the applicant. Upon receipt of the grant proposal, CSCL will review the proposal, verifying all required documentation is included. Once all documentation is collected and verified the proposal with be presented to the CSCL Committee for review.</p>	<p>CSCL Committee will review all applications and make recommendations.</p>	<p>If all requirements are met, the proposal will be submitted to the CSCL Bureau Director for review with committee’s recommendations.</p> <p>Only approved applicants will receive a written grant contract (see sample LARA Grant Contract) to be signed by both parties.</p> <p>Note: The state shall take all steps necessary to assure that payment for goods or services, is mailed within 45 days after receipt of the goods or services, a completed invoice, or contract...whichever is later per PA 279 of 1984 <i>LARA 1.3</i></p>	<p>Grantee <u>can</u> begin to implement the grant. Monthly Reports will be submitted by grantee.</p> <p>Disbursement request per LARA Grant Contract 1.3 will submit project expenditures to date (attaching supporting documents) with objectives completed to date.</p> <p>Note: The payment of the final 15% of the grant amount shall be made after completion of the project, submission of final invoices that includes expenditures of grant funds reported by line item and compared to the approved Budget, LARA 1.3 (after the Grant Administrator has received and approved a final report, if applicable.)</p>

Corporations Securities & Commercial Licensing (CSCL) Bureau
Securities Education Trust Fund (SETF)

~ Before filling out the application, make sure to save the application.~

SETF Grant Application
 (Attachment A)

Project Title _____ Start Date _____ Anticipated Completed Date _____

Check Box for Type of Qualified Applicant: State Securities Administrator Nonprofit 501(c)(3)
 Nonprofit educational institution Federal, state and local government College/University

Non-Profit Federal ID # _____

Name of Organization: _____

Address of Organization: _____

Organization weblink: _____ SIGMA Vendor I.D. _____

<p>Provide a preliminary estimate of the total budget for this project. Overhead cost must not exceed 10% of direct cost.</p> <p>Proposed Match: _____ Total Budget: _____</p>	<p>Total Funds Request</p> <p>\$ _____</p> <p>Not to exceed \$50,000</p>
---	--

Project Manager: _____

E-Mail _____ Phone: _____ Cell: _____

Address: _____

Of Individuals Actively Involved in Project: _____

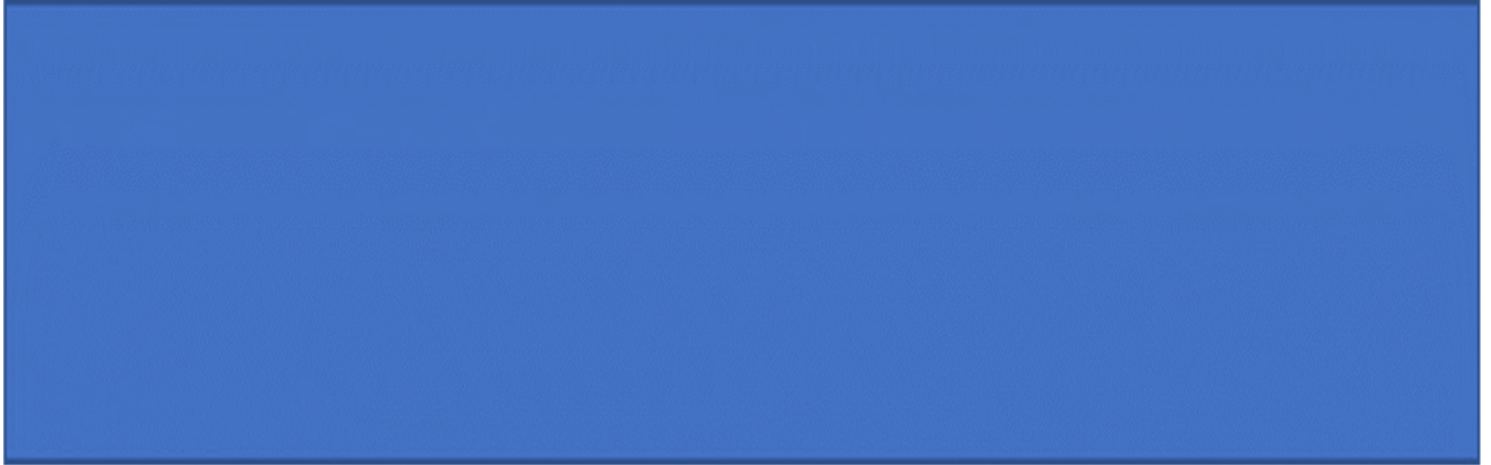
Targeted population: _____

Corporations Securities & Commercial Licensing (CSCL) Bureau
Securities Education Trust Fund (SETF)

Step 1 - Brief Description: Describe the Organization past securities or investment education (Explain why the need is not currently met and any potential barriers to the success of the program and how the program will overcome it.). Describe how it qualifies to spearhead the proposed program:



Step 2 - Statement of the Problem: State the problem, how to address the issue and describe the purpose of this proposed project.



Step 3 -Grant Proposal: Describe the proposed program in detail. Provide information on how the program will be conducted; how it will achieve its goals and objectives; and how it will reach and impact the target audience. Describe how the proposed program meets and furthers the mission and objectives of the *Michigan, Uniform Securities Act (2002)*, Section 605, MCL 451.2601. Go to <http://legislature.me.gov/doc.aspx?mcl-451-2601>

Corporations Securities & Commercial Licensing (CSCL) Bureau
Securities Education Trust Fund (SETF)

Narrative Checklist: Complete each item on the checklist in space provided and mark each box once completed. See Appendix A for an example of the format on page 9.

Grant Goals (one to two sentence summaries of the primary goals of the project)

Learning Objectives in bullet format with the type of Activities below each Objective

Implementation plan with timeline (time the full program will take from the beginning to end, specific description of project, learning activities, # of qualified instructors/trainers, and type of certifications)

Validate how the project is research based and includes best practices (attach research weblinks)

Describe other resources that will be dedicated to this project and current funding sources both private and public.

Describe any community partnerships

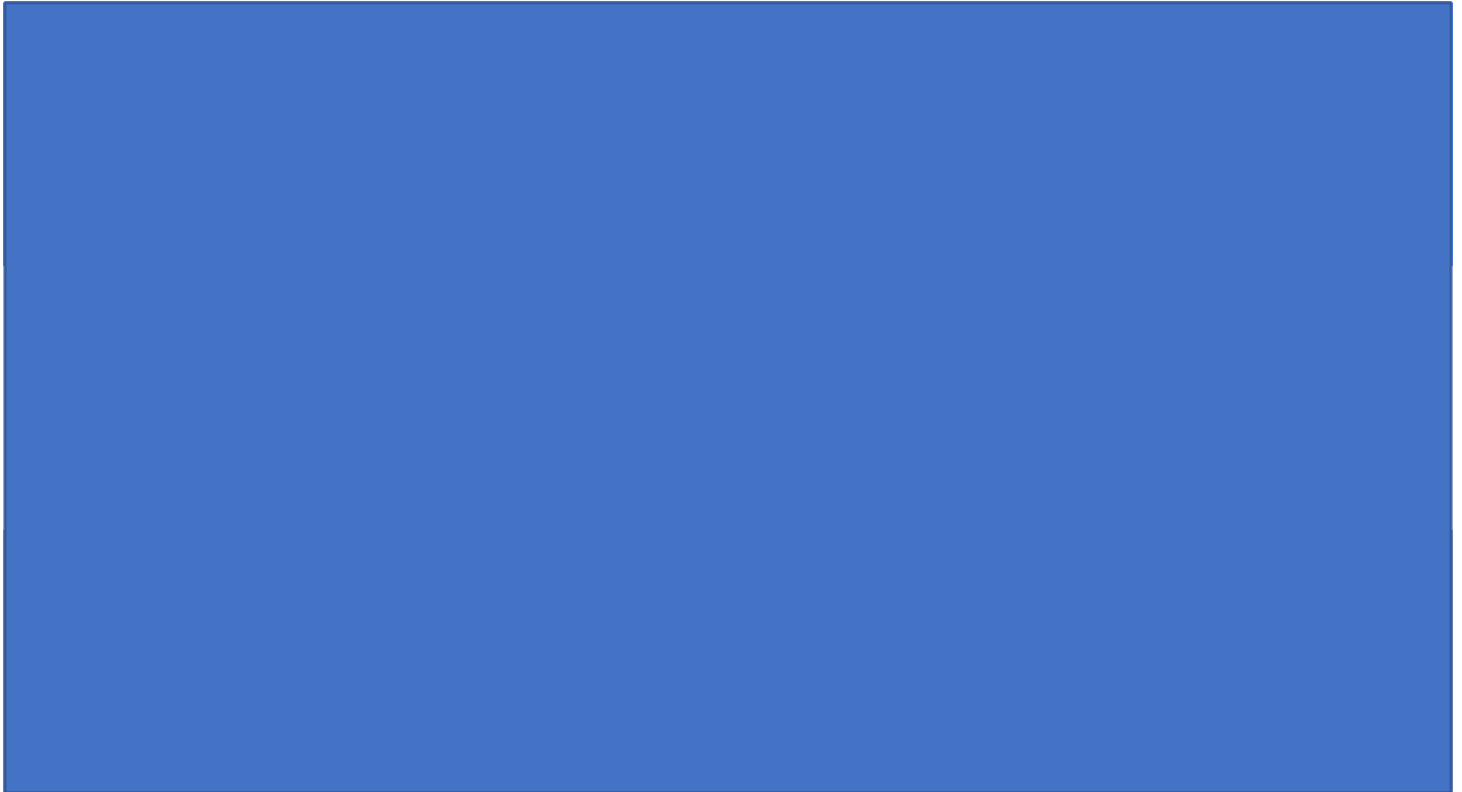


Corporations Securities & Commercial Licensing (CSCL) Bureau
Securities Education Trust Fund (SETF)

Narrative Checklist: Complete each item on the checklist in space provided and mark each box once completed.

Describe outreach methods to effectively reach this audience and allow them to access educational materials/information. Identify a minimum of **three** tangible **deliverables** to be developed (brochures, worksheets, research, videos, etc.) **Note: A Deliverable Worksheet** must be filled out for each deliverable mentioned.

Describe how success will be measured. List the metrics and methods that will be used to evaluate project success.



Step 4 - Complete SETF Line-Item Budget link provided.

Financial Contact: _____ Title: _____

Name of Third-Party Organization or Affiliation, if Applicable: _____

E-Mail _____ Phone: _____ Fax: _____

Address: _____

Corporations Securities & Commercial Licensing (CSCL) Bureau
Securities Education Trust Fund (SETF)

Does the applicant have any pending litigation or existing legal obligations which may impact the applicant’s ability to perform the statement of work proposed in the application?

- Yes
- No

Narrative Checklist: Complete each item on the checklist in the space provided and mark each box once completed.

- Grant will uphold high ethical standards and hold or acquire an interest with the grant (see LARA 2.9)
- Travel Expenses will not exceed Sate Rates (DTMB, Vehicle and Travel Services)

Step 5 – Web links and Additional Information: If there is any additional information you feel CSCL should be aware of concerning the importance of this project, please note it in the space provided. (For example, you may refer to a web link where credentials of the project principal or other information can be located).

Step 6 – Signature Block: An Authorized negotiator must **sign and print** the application. Original signature(s) will be required for file upon acceptance of proposal on LARA Grant Contract.

I certify that all information contained in the proposal is true to the best of my knowledge and belief, and that the applicant follows the Request for proposals and the Grant Agreement

Name of Signature _____

Title of Signatory _____

Date _____

Corporations Securities & Commercial Licensing (CSCL) Bureau
Securities Education Trust Fund (SETF)

Step 7 - Grant Submission: Please submit this form as an E-mail attachment to coopero2@michigan.gov along with the following documents in PDF format. Use the subject line: Grant Proposal (*insert the name of project and organizations*)

Example: Grant Proposal - Savings and Fraud Summer Program by MI Council Economic Education

The following documents must be attached as a Zip File in a PDF format to the end of your grant proposal.

Checklist: Complete each item on the checklist in space provided and mark each box once completed.

Attachment A - Securities Education Trust Fund (SETF) Grant Application

Attachment B – Budget and description of major cost items: Provide a complete line item budget for all elements of the program. Include costs for all vendors and subcontractors. Provide information on overhead and indirect cost, not to exceed 10% of total program budget. Provide full program budget, including budget items to be funded by other sources.

Attachment C – 501(c)(3) Status: IRS letter documenting the submitting organization’s 501(c)(3) status. If the proposal is being submitted directly by a State Securities Administrator, disregard this attachment.

Attachment D – Funding Sources: Provide a list of the submitting organization’s current funding sources both private and public.

Attachment E – Audited Financial Report: Provide your most recent audited financial report.

Attachment F – Resumes: Provide the resume of the program principal/ or team. If the program is being led by a program team, provide the resume of each of the key team members.

Attachment G – Board Members: list all board members or trustees including their business affiliations and other relevant professional affiliations, particularly any affiliations with financial services organizations.

Deliverable Worksheet(s) – attach a deliverable worksheet for each deliverable with the title describing the type of deliverable (example: Deliverable1.flyer, Deliverable2.worksheet, Deliverable3video)

Additional Attachment - Name the attachment

Corporations Securities & Commercial Licensing (CSCL) Bureau
Securities Education Trust Fund (SETF)

Appendix A

Example for Step 3 -Grant Proposal: An example of our requested format to describe the proposed program in detail is given below. Provide information on how the program will be conducted, how it will achieve its goals and objectives and how it will reach and impact the target audience. Describe how the proposed program meets and furthers the mission and objectives of the [Michigan, Uniform Securities Act \(2002\)](#).

Goal: To provide resources throughout Ingham County regarding securities investments to increase the number of individuals prepared for retirement. Resources will be provided in several different forms catering the needs of our interested attendees.

Objective 1: All attendees will understand the importance of being financially ready for retirement and know how to navigate through LARA’s CSCL website to gain answers regarding securities investments.

Deliverable 1: Four presentations, 45 minutes in length, will be made at our Learning Center every Wednesday in June. Attendance is projected to be #; therefore we will have # qualified presenter(s)/instructor(s) and # volunteers to assist attendees during all 4 presentations. Our presenter is a retired financial advisor and no longer works in this capacity. See Presenter’s certification and resume **Attachment F**.

- Review the importance in starting a retirement plan early. Review the meaning of “Compound Interest” and show video from [Investopedia](#).
- Attention will be given to [Securities Division](#) webpage and review their resources as everyone navigates in real time or through PowerPoint.
- Presenter will play a video from the Investor Education page to provide tips in finding a [financial advisor](#). [Q and A](#) will follow soon after by our experienced presenter (see certification and resume attached).
- Presenter will walk through the CSCL’s website [link](#) and answer questions by showing where to find answers on the website. When available, attendees will practice in a computer lab to practice finding resources within CSCL’s website.
- Hard copies/brochures of the most common information requested (report fraud, find [BrokerCheck](#)...) will be provided. After each presentation, a survey will be distributed to identify if their needs have been met. Attendance will be taken to measure program’s effective outreach goal. Modification will be made to improved delivery of instruction when needed. All brochures, PowerPoints, number of participants and survey results will be shared during a **July report** to CSCL. A **Deliverable Worksheet** titled, “**Objective 1, Deliverable 1**” provides additional information.

Transamerica Center for Retirement Studies indicates a majority of working people in the U.S., fears outliving their savings investments. Both full time and part time workers strongly believe their social security will be reduced or cease to exist in the future. Study shows most workers plan to work during their retirement age. Our organization has the following experience... and would like to add the following program(s)....

https://www.transamericacenter.org/docs/default-source/retirement-survey-of-workers/tcrs2019_sr_19th-annual_worker_compendium.pdf

Partnership with ___ organization will allow us to ...