

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

### Application Process

1. Applicant writes a grant proposal using the Michigan requirements and submits it to the Corporations, Securities and Commercial Licensing Bureau (CSCL) to [coopero2@michigan.gov](mailto:coopero2@michigan.gov), along with requested documents in Zip File, PDF format. Use the subject line: Education Grant Proposal (insert the name of the application school or organization). Grant request is due **3 months** prior to grant implementation.
2. An email, acknowledging receipt of grant program proposal, will be sent to the applicant.
3. Upon receipt of the grant proposal, CSCL will review the proposal, verifying all required documentation is included.
4. Once all documentation is collected and verified, the proposal will be presented to the CSCL Committee for review.
5. CSCL Committee will review and make recommendations to the CSCL Bureau Director.
6. If all requirements are met, the proposal will be submitted to the CSCL Bureau Director for review with committee's recommendations.
7. Final decisions will be made by the CSCL Bureau Director.
8. **Only approved** applicants will receive a written grant contract (see LARA Grant Contract Template) to be signed by both parties.
9. **Approved** written grant contract will trigger an award of funds from SETF according to the payment schedule provided in the grant agreement.  
*Note: If the actual program costs are lower than the amount received for the program, the grantee must return the received funds to the State of Michigan.*
10. Grantee provides CSCL with **copies of any publications or materials resulting from this grant.** This includes copies of all materials used as part of the grant such as PowerPoint presentation, brochures, worksheets, research, videos, etc.
11. Grantee submits monthly reports to CSCL describing the status of each deliverable, funds expended by line item and a description of project status.
12. Grantee provides CSCL with a final narrative and financial progress report within **10 days** after the completion of the approved program. **Failure to submit either the outcome report or the financial report will forfeit future grant award consideration.**

State of Michigan  
Department of Licensing and Regulatory Affairs  
Corporations, Securities & Commercial Licensing Bureau  
Securities and Audit Division