



TEXAS FINANCIAL EDUCATION ENDOWMENT GUIDELINES AND INSTRUCTIONS

Background

The Texas Financial Education Endowment (TFEE) was developed under the authority of Chapter 393 of the Texas Finance Code during the 82nd Legislature. Section 393.628 of the Texas Finance Code provides that TFEE will be administered by the Finance Commission of Texas (FC) to support statewide financial capability and consumer credit building activities and programs.

Sec. 393.628. Texas Finance Code. TEXAS FINANCIAL EDUCATION ENDOWMENT. (a) As part of the licensing fee and procedures described under this subchapter, each credit access business or license holder shall pay to the commissioner an annual assessment to improve consumer credit, financial education, and asset-building opportunities in this state.

Financial Capability is a set of consumer behaviors that lead to long-term, tangible improvements in financial health. The TFEE Grant Program welcomes funding requests from organizations that strive to increase and promote financial capability of individuals, encouraging personal financial education and responsibility within the state of Texas.

Qualifying applicant program objectives must align with the following:

- 1) Offer financial capability and educational services or programs (for minimal or no cost)
- 2) Meet needs of the “Financial Education and Capability” community
- 3) Support strong community interest in financial capability
- 4) Identify the measurement tools used to track, monitor, and evaluate success
- 5) Demonstrate evidence of ability to administer funds and implement programs
- 6) Demonstrate how grant funds will be used to provide benefits that coincide with the stated mission of the TFEE, “*Support statewide financial capability and consumer credit building activities.*”
- 7) Demonstrate sustainability after grant funding is discontinued
- 8) Provide clearly defined and achievable objectives, activities, and progress indicators

TFEE Priorities for Funding

TFEE funds are awarded to organizations that implement the following priorities:

School and youth based financial education

- Kindergarten through 12th grade financial education programs that implement statewide TEKS requirements, including train the trainer programs
 - Educational materials seamlessly integrate personal finance principles into existing curricula
 - Comprehensive professional development programs in personal financial education for kindergarten through 12th grade teachers and administrators
- Incentive programs for youth or college savings
 - Provide information and incentives to match savings for low-and moderate-income families to save for their children’s education
 - Children or youth savings program



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- Adult financial education and capability
 - Increase credit scores, personal savings and reduce debt of low-income, payday, and auto title customers
 - Savings programs and incentives
 - Innovative strategies for long-term financial empowerment, including parenting for financial capability
 - Encourage liquid asset building
- Financial Coaching

Program emphasizes changes in financial behaviors over time, based on an ongoing relationship between the coach and the client.

Key elements include:

 - a focus on long-term outcomes
 - an ongoing, systematic, client-driven, collaborative process for assisting clients to change behaviors
 - support to practice new behaviors and financial well being
 - building skills and teaching content based on the client's unique needs and goals
 - empower clients to become financially independent and secure

Organizational Eligibility

Non-profit organizations, governmental organizations, schools, and for-profit entities are eligible to apply for grant funding. Funding is not open to financial service providers and entities regulated by the Finance Commission.

Program and Applicant Criteria

Application must be completed in its entirety. Incomplete applications will not be considered for funding. Only one grant request from an organization will be accepted during a grant cycle.

Program Criteria: Must Include:

1. Applicant's program must:
 - a) Align with TFEE goals or strategies
 - b) Demonstrate effective evaluative tools and metrics
 - c) Predict or provide evidence of program impact
 - d) Provide longitudinal evidence of performance and outcomes
 - (1) Demonstrate adequate return-on-investment
 - (2) Document strategic goals
 - (3) Demonstrate capacity to collect and report the following data: number of people served, training hours, pre-and-post survey data, demographic information, and sign-in sheets to justify amount of funds requested
 - e) Provide evidence that programming will begin when the grant is awarded
2. Applicants must read and follow all application instructions and guidelines.



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Applications that do not comply with these instructions may be delayed or not accepted for review.

Reporting

Grantees must submit a Semi-Annual Program Activities Report and a Grant Reimbursement Report that demonstrate performance outcomes and financial information over the term of the grant (*reporting schedule included in grant agreement*).

To receive reimbursement funds Grantees must:

- submit grant reports in a timely manner
- maintain satisfactory compliance with the grant agreement and proposed grant activities
- report performance measures
- track and report participant demographic information
- submit a detailed expense report with supporting documentation to justify reimbursement request
- submit a longitudinal report at the completion of the grant cycle demonstrating program objectives and knowledge acquired

For adult programs:

- pre-and post-surveys
- sign-in sheets

Funding Structure

Grant funds will be awarded on a cost reimbursement basis for allowable and allocable funds as identified in the grant agreement. All distributions will be made after costs have been incurred and a request for reimbursement has been submitted and approved.

Funding Limitations

Requests for general operating or capital improvement support will not be considered. Specific prohibited and permissible uses of grant funds are defined in the grant agreement. Travel allowances and restrictions are set by the Government Code Chapter 660.

Application Submission

The fund has one competitive program grant cycle every two fiscal years. Any application submitted after midnight on the last day of the application submission window will not be eligible for consideration. Grant applications must be completed using the Texas Financial Education Endowment Grant Application packet. The application, with any attachments, can be submitted via postal mail or electronically, through TFEE's secure online portal.

Delivery to: TFEE Grant Coordinator
Office of Consumer Credit Commissioner
2601 North Lamar Boulevard
Austin, Texas 78705

Electronic Submission: [Click here or send an email to TFEECoordinator@occc.texas.gov](mailto:TFEECoordinator@occc.texas.gov) to request access to the electronic submission portal.



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Receipt of grant applications will be confirmed by email. If confirmation has not been received within 3 business days, please contact TFEЕ Grant Coordinator at: TFEECoordinator@occc.texas.gov.

Application Review and Selection Process

The grant coordinator will collect and assess each application for eligibility and recommend appropriate applications to the Grant Advisory Committee "GAC". The GAC will review applications and recommend programs for funding to the Finance Commission. The Finance Commission will make the final selections for organizations to award funds. The funds will be used to support programs this grant cycle with awards ranging up to \$90,000.

Upon completion of the application and review process, grant recipients will be notified in writing.

Public Record

Texas Public Information Act: All information, documentation, and other material submitted is subject to public disclosure under the *Texas Public Information Act*. Applicants are hereby notified that the OCCC strictly adheres to this statute and applicable courts and Attorney General Opinions.

- A full list of individuals and organizations selected for an award will be published on the TFEЕ web site.
- Information may be publicly available and/or published online (TFEE webpage, OCCC or Finance Commission website)

For more information, please contact: TFEЕ Grant Program Coordinator at:
TFEECoordinator@occc.texas.gov or 512.936.7639.