

How to apply for funding using Reviewr



The link on our website will lead you to the microsite below.

If this is your first time applying for an HCUCF scholarship or grant on this new platform (Reviewr) then you would click “Signup and submit your plan” to the right.

You will need to create an account on this Reviewr platform to apply. Use your work email address as the username. Be sure to save your password somewhere you can find it.



A screenshot of the Reviewr platform interface. The page title is "HCUCF Scholarships". There are two main sections: "DESCRIPTION" and "RULES". The "DESCRIPTION" section contains the text: "This application will allow you to apply for the Professional Development Scholarship". The "RULES" section is currently collapsed. On the right side of the page, there is a circular timer showing "38 DAYS LEFT TO ENTER". Below the timer are two buttons: "SIGNUP AND SUBMIT YOUR PLAN" and "LOGIN".

Please be aware that some of the terminology is specific to the Reviewr platform and cannot be changed. We’re translating it for our use at the Foundation. Here are a few good translations to know:

- **Event.** An event, for our purpose, is a type of funding you’re applying for. We have one “Event” that our Grants fall under. The other “Event” is our scholarships. If you have applications for both, you will be able to switch between the “Events” on your Dashboard by clicking on icon in the lower left that looks like the outline of a person.
- **Editors.** This is the main contact person for each credit union for grant applications, or the person filling out the scholarship application. This allows for more Editors to be added if more than one person will be applying or working on the applications and reports.
 - o When you look at your Dashboard there is a column that says Team. This will either be your name, or the primary contact for your credit union in applying for grants.
- **Winner.** The user Dashboard has a column that says “Winner.” This is where the applications will show if they’re approved. Think of it like a talent contest where someone “wins.” But for the Foundation there’s not just one winner. It’s more like, “yay! You ‘won’ a scholarship!”

Let's start with Scholarships. [Please go here to apply.](#)

Fill out your personal information, and that of your credit union.

Click Next.

Then select the provider of the professional development you would like to attend and fill out the following fields.

SAVE AND LOGOUT

Provider of professional development opportunity *

Please Select ▼

Name of the training *

Date(s) of the training *

Cost of the training *

<< BACK **NEXT >>**

Click next and fill out the application questions. These text fields are not able to be formatted, so only plain text and paragraph breaks.

When you've filled out all the applicable fields, click submit at the bottom right, then OK.

Your Name:

Date:



CREDIT UNION AUTHORIZATION

I have supervisor approval and my supervisor knows that if the above requirements are not met, my credit union will not be reimbursed the registration fee for that program or event.

Yes, I have Supervisor approval

<< BACK **SUBMIT**



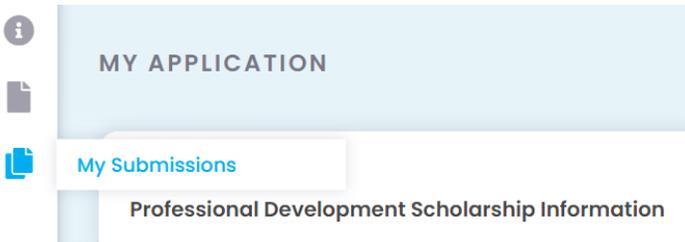
This will take you to a confirmation screen.

Please check your email for a confirmation email sent from hcucf@heartlandcua.org and let your IT Department know if they need to add this email to a safe list. You will receive additional emails from this address for any questions and feedback, approval of your application, and reminders about your report. It will be very important that you receive these emails. Please email Beth at

bfalkenstein@heartlandcua.org if you do not receive it within a few minutes, and do not find the email in your Junk/Spam folder.

This email will also include a link that will take you to your Dashboard where you can find your application and make any edits, or print it.

You can view your submissions by hovering over the icon of two papers (or just the one paper icon if you only have one submission) and then Clicking My Submissions.



Applying for a Grant is the same general process. [Apply for a grant here.](#)

Click Signup and Submit your Plan

Select the type of grant you would like to apply for and Click Next.

Fill out your personal information and that of your credit union.

Information requested and questions have not changed. The application will not allow you to proceed unless all required fields are filled in.

You can Save and Logout if you need to get more information and finish later. The button is at the top of each page.

SAVE & LOGOUT

SECTION 1: GENERAL INFORMATION

Question 10 – Please upload the budget for the project as a whole.

Question 18 – First, download the Financial Assessment Template. Then complete it and attach it to the application using the Choose File button in the same question.

18. Analysis of your Credit Union's Financial Condition and Tr

Part 1: Financial Assessment of your Credit Union

[Click Here to Download Financial Assessment Template](#)

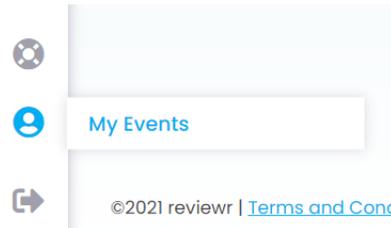
Attach your Financial Assessment Here *

Choose File No file chosen [fair_002dlf_summary.xlsx up](#)

After submitting your application, you can apply for another type of grant by clicking the paper on the left of your Dashboard with the plus sign.



If you have applied for both Scholarships and Grants, you can switch between the two Dashboards from the bottom left of your screen. Hover over the icon with a profile of a person and click My Events.



When you click on My Events, you will see links to HCUCF Scholarships and HCUCF Grants. You will also see the following options on the top of your screen.

REQUEST SUPPORT TIPS AND TRICKS MY EVENTS MY ACCOUNT BETH FALKENSTEIN **LOGOUT**

Request support does not connect you to HCUCF. It is support from Reviewr customer service. If you are having technical difficulties, you can reach out to them.

Tips and Tricks will also take you to Reviewr resources.

My Events is the page you're on now.

My Account will allow you to change your password.