

GRANT APPLICATION GUIDELINES

GRANTS TO ENHANCE THE QUALITY OF LIFE OF GREATER FRAMINGHAM RESIDENTS

Framingham Co-operative Bank Charitable Foundation

As a reflection of its long-standing commitment to the local community, Framingham Co-operative Bank established the Framingham Co-operative Bank Charitable Foundation in 1998. The Foundation is dedicated to the promotion of charitable, educational, and civic purposes within the Bank's market area.

Grant Program

The Framingham Co-operative Bank Foundation will generally award grants of up to \$10,000 to increase the quality of life of greater Framingham residents. Special emphasis will be placed on those projects which focus on disadvantaged and/or undeserved citizens of Framingham.

The areas of interest are workforce development, health and human service, housing, education, community development, and, to lesser extent, the environment and the Arts.

Grant requests will be considered for program support, seed money, challenge grants and capital improvements.

Eligibility Requirements

To apply for a grant, applicants must be non-profit 501 (c)(3) organizations or public schools located in or serving the town of Framingham and/or adjoining towns.

The Foundation will not fund political or sectarian activities

Funding Criteria

In reviewing proposals, the Trustees will give special consideration to the following:

- the need of the target population to be served;
- the need for the service by the target population;
- the number of Framingham residents to be served by the project;
- the impact of the project on the population served;
- the significance of the grant on the organization's ability to implement the project
- the sustainability of the project once the grant period has ended.

Application Instructions

To apply for funding, applicants must submit a cover letter signed by the organization's Executive Director or Board President plus **three** copies of a brief proposal (5-6 pages excluding appendices) and a summary sheet. Proposals must include the following information, keeping in mind the funding criteria:

Application Organization (1 page):

- Mission and brief history
- Major programs and geographic scope of services
- Organizational structure and number of staff

Proposed Project (2-3 pages):

- The project or purpose for which grant funding is sought
- The target population and community needs to be addressed
- The impact of the quality of life of the target population
- How the proposed project complements the mission and activities of the applicant organization
- The goals (qualitative and quantitative) to be achieved by the project
- Specific timetable of activities for attaining stated goals
- Plans for sustaining the project beyond the grant period

Charitable Foundation

Evaluation Process (1 page):

- Criteria for determining the project's success
- Process for evaluating the project

Project Budget (1 page):

- Itemized project expenses (e.g. salaries, equipment, printing)
- Indication of which project expenses will be covered by The Foundation's funds
- Projected project revenue, including all funding sources (in-hand and anticipated) and amounts for each source.

Appendices:

- Current organizational operating budget
- List of board of directors and their affiliations
- IRS 501 (c)(3) determination letter, when appropriate (only one copy needed)
- Latest audited financial statement or the equivalent, as required by law (only one copy needed)

Application materials should be sent to Robert P. Lamprey, Chairman, Framingham Co-operative Bank Charitable Foundation, 828 Concord Street, Framingham, MA 01701 or Rachel Stewart, Administrative Director, Framingham Co-operative Bank Charitable Foundation, One Lincoln Street, Framingham, MA 01702.

GENERAL INFORMATION

LEGAL NAME OF ORGANIZATION	NAME OF EXECUTIVE DIRECTOR
ADDRESS	
CONTACT	TITLE
PHONE ()	TOTAL NUMBER OF BOARD MEMBERS
FAX ()	TOTAL NUMBER OF STAFF FULL TIME ___ PART TIME
E-MAIL	TOTAL NUMBER OF VOLUNTEERS
TOTAL ANNUAL ORGANIZATION BUDGET FISCAL YEAR END	UNITED WAY AFFILIATE? (PLEASE CIRCLE) YES NO

IRS 501 (C)(3) NONPROFIT? (PLEASE CIRCLE) YES NO

IF NO, IDENTIFY YOUR FISCAL AGENT AND ATTACH THE WRITTEN AGREEMENT FROM THE FISCAL AGENT.

STATE YOUR ORGANIZATION'S MISSION:

ABOUT YOUR PROPOSAL

AMOUNT REQUESTED \$	PROJECT OR CAPITAL BUDGET (IF APPLICABLE) \$
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TYPE OF REQUEST (OPERATING, PROJECT, CAPITAL, OTHER)

SUMMARIZE THE PROPOSAL

LIST THE PROPOSAL'S TARGET POPULATION, CONSTITUENTS AND GEOGRAPHIC COMMUNITIES

LIST ANY PREVIOUS SUPPORT FROM FRAMINGHAM CO-OPERATIVE BANK OR FRAMINGHAM CO-OPERATIVE BANK CHARITABLE FOUNDATION IN THE LAST FIVE YEARS, AND USE OF THOSE FUNDS.