



2 Leonard Street, Belmont, MA 02478

The mission of the Belmont Savings Bank Foundation (the “Foundation”) is to provide financial support to not-for-profit groups, institutions, schools or other organizations operating in the communities in which Belmont Savings Bank (the “Bank”) operates. The Foundation is dedicated completely to community activities and the promotion of charitable causes.

In addition to traditional community contributions, the Foundation has identified four primary areas that it will emphasize in supporting:

- **Education**-- Initiatives at the primary, secondary and post secondary school levels that raise the aspirations of students in the Community and enhance knowledge in specific areas such as economics, communications, business and public speaking, as well as initiatives that support the education process.
- **Health and Human Services**-- Programs that are essential to the underlying medical care of the Community, as well as initiatives that focus on physical and mental wellness. We would additionally make efforts to inform the hospitals and similar facilities that serve our region and market area of our Foundation and its purpose.
- **Youth Programs**-- Programs that assist in improving the quality of life for children in the Community or programs that foster education, learning and leadership.
- **Affordable Housing**-- Programs that provide, or encourage the creation of, affordable and/or low income housing in the Community.

REQUIREMENTS FOR APPLICATION

- Grants from the Foundation are generally awarded quarterly. Applications are accepted year round.
- Awards are generally limited to use in the communities served by the Bank with a preference toward providing funding for affordable housing for low and moderate income individuals and communities.
- Grant recipients must demonstrate Section 501(c)(3) or 501(c)(1) status and relevance to the Foundation’s areas of giving.
- The Foundation does not provide financial support for political organizations or candidates, activities for religious purposes, contributions to individual endeavors or scholarships.

When applying for grants from the Foundation, the following information must be included:

- Organizational Summary (Mission, Goals, Objectives)
- Specific purpose of funds requested
- Need for the project / service in the community
- Amount requested and overall project budget (when applicable)
- Most recent audit report or financial statements
- How the success of the use of funds will be evaluated / measured
- Status of grant activity from other organizations including approvals, denials and pending applications
- Information on the organization’s Executive Director and Board of Directors
- Copy of the IRS federal tax-exempt letter



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GRANT APPLICATION

Date of Application _____

Applicant Organization Name _____

Address _____

ORGANIZATION REPRESENTATIVES:

Executive Director _____ Telephone _____

Email _____

Contact Person _____ Telephone _____

Email _____

TYPE AND AMOUNT OF REQUEST:

Amount Requested _____ Total Project Budget _____

Area of Support:

Affordable Housing

Education

Health & Human Services

General Community

Youth Programs

Other _____

Description or purpose that grant would fulfill:

Market area and income segment served by the grant:

PLEASE INCLUDE THE FOLLOWING INFORMATION WITH YOUR GRANT APPLICATION:

1. A copy of the IRS Tax Exempt Status under 501(c)(3) or 501(c)(1) of the Internal Revenue Code.
2. The most recent year-end financial statements for the organization.
3. A written request including the following information:

A. GENERAL

- Date the organization's Board approved the project and amount of money requested.
- Describe the organization, its purpose and governing structure (explain if other organizations are involved with this project).

B. PROPOSED PROGRAM OR PROJECT

- Describe the program or project that requires funding by answering the following:
 - Why is the funding needed?
 - Who will be served and how will they benefit?
 - How will the community benefit?
- Describe the steps to implement this project including person responsible for the project and projected timeframe for implementation.
- Describe how the success of the project will be measured and evaluated.

C. BUDGET INFORMATION

- Itemize the expenses to be funded by this request.
- Indicate the entire budget including amount requested.
- Source of cost estimates / funding need – bids solicited or comparison prices (if applicable).
- Other sources of funding for this project.
- Financing method to sustain this program / project (if applicable).

Please send the completed Grant Application and other required documentation to:

**Belmont Savings Bank Foundation
Attn: Jessica Suttle
2 Leonard Street
Belmont, MA 02478**

Questions may be directed to the Foundation by phone at 617-489-1246.