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Grant Application and Requirements

***The mission of the Belmont Savings Bank Foundation is to provide financial support to not-for-profit groups, institutions, schools or other organizations that improve the quality of life of Belmont residents and primarily operate in Belmont. The Foundation is dedicated completely to community activities and the promotion of charitable causes.***

**REQUIREMENTS FOR APPLICATION**

* Grants from the Foundation are generally awarded quarterly. Applications are due:
	+ January 15th
	+ April 15th
	+ July 15th
	+ October 15th
* Awards are limited to use by organizations that primarily operate in Belmont
* 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.

**REQUIRED DOCUMENTS**

* Copy of the IRS Tax Exempt Status under 501(c)(3) or 501(c)(1) of the Internal Revenue Code.
* Organizations most recent year-end financial statements.
* The below application must be types and completed with all questions answered.

**HOW TO SUBMIT AN APPLICATION**

* Please email the completed Grant Application and other required documentation to:

**Belmont Savings Bank Foundation**

**belmontsavingsbankfoundation@gmail.com**

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**GRANT APPLICATION**

*Please type your responses*

**ORGANIZATION INFORMATION**

|  |
| --- |
| Date of Application: |
|  |
| Organization Name: |
|  |
| Address: |

Contact Information for Organization Representatives:

Executive Director:

Phone

Email:

Contact Peron/Grant Writer:

Phone:

Email

**ORGANIZATIONAL SUMMARY**

What is the organization’s mission, goals and objectives?

Provide information on the Head of the Organization (Executive Director/President) and list of Board of Directors.

Describe the organization’s activities, its purpose and governing structure.

**TYPE AND AMOUNT OF REQUEST**

Amount Requested: Total Project Budget:

What is the date the organization’s Board approved the project and amount of money requested?

What is the market area and income segment that will be served by the grant?

Explain if other organizations are involved with this project, and how.

**PROPOSED PROGRAM OR PROJECT**

Provide a description of the program or project for which you are requesting funding.

Describe the need for the funding.

Who will be served, how they will benefit and 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.

Please describe how Belmont Savings Bank Foundation will be recognized and promoted if a grant is received.

**BUDGET INFORMATION**

*Please feel free to attach approved budgets and/or additional 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 email the completed Grant Application and other required documentation to:**

**Belmont Savings Bank Foundation**

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**Questions may be directed to the Foundation by email at belmontsavingsbankfoundation@gmail.com**

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