



# GRANT APPLICATION GUIDELINES

## GRANTS TO ENHANCE THE QUALITY OF LIFE IN METROWEST COMMUNITIES

### **MutualOne Charitable Foundation**

Established in 1998, the MutualOne Charitable Foundation is dedicated to the promotion of charitable, educational, and civic purposes within MutualOne Bank's market area.

### **Grant Program**

The MutualOne Charitable Foundation will consider grants of up to \$10,000 to increase the quality of life of MetroWest residents. Special emphasis will be placed on those projects which focus on disadvantaged and/or undeserved citizens of Framingham or Natick.

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 a public institution (school, fire police etc.) located in or serving the towns of Framingham, Natick 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 benefit to low or moderate income population;
- the need of the target population to be served;
- the need for the service by the target population;
- the number of Framingham or Natick 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 a copy of a brief proposal and a summary sheet. Proposals must include the following information, keeping in mind the funding criteria:

Application Organization:

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

Proposed Project:

- The project or purpose for which grant funding is sought
- The target population and community needs to be addressed
- Percent or number of low or moderate income served by the project
- 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



Evaluation Process:

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

Project Budget:

- Itemized project expenses (e.g. salaries, equipment, printing)
- Indication of which project expenses will be covered by the Foundation grant
- 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
- 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, MutualOne Charitable Foundation, 160 Cochituate Road, Framingham, MA 01701 or Yves Munyankindi, Retail Support Administrator, MutualOne Bank, 160 Cochituate Road, Framingham, MA 01701.



### 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? YES                  NO

IRS 501(C)(3) NONPROFIT?                  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) \$
------------------------	---

TYPE OF REQUEST (OPERATING, PROJECT, CAPITAL, OTHER)

SUMMARIZE THE PROPOSAL



MutualOne.com  
160 Cochituate Road  
Framingham MA 01701  
508.820.4000  
Fax 508.872.1768

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

List any previous support from MutualOne Bank, MutualOne Charitable Foundation, Framingham Co-operative Bank, Framingham Co-operative Bank Charitable Foundation or Natick Federal Savings Bank in the last five years, and use of those funds.