



## Application Guidelines

# The Robert Lamprey Community Grant

## GRANTS TO IMPROVE THE LIVES OF THOSE IN NEED

The Robert Lamprey Community Grant was established in honor of Robert “Bob” Lamprey, former Chairman of the Board of MutualOne Bank and current Trustee of the MutualOne Charitable Foundation.

The grant in his name is a tribute to Bob for his longstanding and ongoing commitment, concern and caring for those in need in our community.

It is our hope that each future Robert Lamprey Community Grant recipient will be a catalyst for positive change, as Bob has been throughout his career.

### Grant Information and Guidelines

The Robert Lamprey Community Grant is an annual award of \$20,000 given by the MutualOne Charitable Foundation. It will be awarded to a non-profit 501(c)(3) organization focused primarily on the towns of Framingham and/or Natick. *The Grant must benefit the low-income or less-advantaged and/or underserved population.*

The Robert Lamprey Community Grant is not a part of the standard MutualOne Charitable Foundation grant request process. It requires a separate application.

Applicants who request but do not receive a Robert Lamprey Community Grant may still apply for an award through the standard MutualOne Charitable Foundation grant process.

Robert Lamprey Community Grant recipients must wait three years to apply for the Grant again in the future.

The deadline for submitting a Robert Lamprey Community Grant request is October 31 of each calendar year. The Grant will be awarded at the final meeting of MutualOne Charitable Foundation Trustees each year.



## **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 and/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:

### **Project Summary**

- Complete the General Information page on the following pages

### **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



MutualOne.com  
160 Cochituate Road  
Framingham MA 01701  
508.820.4000  
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#### 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 Robert Lamprey Community 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
- Latest audited financial statement or the equivalent, as required by law (only one copy needed)

Application materials should be sent to Dave Day, Office Administrator, MutualOne Charitable Foundation, 160 Cochituate Road, Framingham, MA 01701 or Yves Munyankindi, Retail Support Administrator, MutualOne Bank, 160 Cochituate Road, Framingham, MA 01701



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## THE ROBERT LAMPREY COMMUNITY GRANT 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

**ORGANIZATION MUST BE A 501(C)(3) NON-PROFIT TO QUALIFY FOR THE ROBERT LAMPREY COMMUNITY GRANT**

STATE YOUR ORGANIZATION'S MISSION:

### ABOUT YOUR PROPOSAL FOR THE LAMPREY COMMUNITY GRANT

AMOUNT REQUESTED  <p style="text-align: center;"><b>\$20,000</b></p>	PROJECT OR CAPITAL BUDGET (IF APPLICABLE)  <p style="text-align: center;">\$</p>
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TYPE OF REQUEST (OPERATING, PROJECT, CAPITAL, OTHER)

SUMMARIZE THE PROPOSAL



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

List any previous support from MutualOne Bank or the MutualOne Charitable Foundation in the last five years, and use of those funds.