



## **Grant Application and Funding Guidelines For Grants of \$5,000 or more**

The **United Bank Foundation Massachusetts** was created in 2005 by United Bank and is dedicated to supporting community activities and the promotion of charitable causes in the Massachusetts communities served by United Bank.

The **United Bank Foundation Connecticut** was created in 1998 by Rockville Bank. The Foundation changed its name in 2014 to the United Bank Foundation Connecticut following strategic merger of Rockville Bank and United Bank. The Foundation is dedicated to supporting community activities and the promotion of charitable causes in the Connecticut communities served by United Bank.

Both Foundations are committed to improving the quality of life for individuals and families in the communities served by United Bank. Special consideration is given to organizations and programs which promote and support community development and benefit disadvantaged or low to moderate income individuals and families in the areas of:

**Affordable Housing:** Programs that provide access to housing for families and individuals by providing credit counseling/credit repair, financial literacy education.

**Community Service:** Investments in health care, education, job training, work-force development, childcare, credit services or financial services.

**Economic Development:** Programs that support or benefit small businesses and job creation efforts.

**Neighborhood Revitalization or stabilization:** Programs which attract or retain business or individuals to low to moderate income geographies distressed or underserved areas (as designated by the federal, state, local or tribal governments) or disaster areas.

### **Additional areas of interest that are important to us:**

**Education**--Initiatives at the primary, secondary and post-secondary levels that raise the aspirations of students in the Community, support early literacy 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. Initiatives that focus on physical and mental wellness and provide access to the services needed for economic self-sufficiency.

**Youth Programs**-- Programs that assist in improving the quality of life for children in the Community or programs that foster education, learning and leadership as well as build early literacy skills.

**Cultural Programs**-- Programs that assist in enriching the quality of life for residents of the Community by cultivating an appreciation of the art, music, museums, libraries, and other cultural resources.

**GRANT-MAKING CRITERIA:**

The Foundation will consider supporting projects and initiatives that meet one or more of the following criteria:

- are directly related to the Foundation’s priorities and areas of interest stated above
- include a strategy for leveraging other resources and support from the region
- produce cost-effective results that can be measured and evaluated
- provide incentive and stimulation for the private and public sectors to work together in community problem solving
- encourage coordination and collaboration with other efforts
- advance innovative and long term strategies that will address recognized needs
- demonstrate an ability to be sustainable or to obtain future funding if needed

**ELIGIBILITY FOR GRANTS:**

- Applicants must be recognized by the IRS as a tax-exempt 501(c)(3) non- profit or have “public charity” status or its equivalent.
- Applicants must be located in or provide service in a community served by United Bank.
- In some cases, site visits will be scheduled before funding decisions are made.
- The Foundation will generally consider request for support from organizations every other year (for example if you receive funds in 2014 we will not review a proposal from your organization in 2015).
- The Foundation will not consider multiple requests to support the same program from the same organization in consecutive years.
- Organizations should not make application to both the MA and CT Foundation.
- Organizations receiving funds from the United Bank sponsorship program are not eligible to apply for a grant from United Bank Foundation MA or United Bank Foundation CT in the same calendar year.

**INELIGIBLE ORGANIZATIONS AND REQUESTS**

The Foundations do not support the following types of organizations and requests even if an applicant meets all other eligibility and grant-making criteria above:

- Fraternal, labor and political organizations or lobbying groups
- Individuals
- Staff costs/salaries/benefits or internship stipends
- National health organizations (MA only)
- Religious organizations (MA only)
- Requests made by city/state departments or quasi-government (city or state) agencies for capital projects. (MA only)

**DEADLINES:**

The Foundation boards meet quarterly in February, May, September and December. Applications for grants of \$5,000 or more are due on or before the 15<sup>th</sup> of January, April, August and November.

**PROPOSAL SUBMISSION AND CONTACT INFORMATION:**

Please contact the Foundation Office at (413) 787-1202 with any questions. Send the completed grant application form, attachments and supporting documentation to:

Dena M. Hall, President  
United Bank Foundation MA/ United Bank Foundation CT  
95 Elm Street, P.O. Box 9020  
West Springfield, MA 01090-9020

**UNITED BANK FOUNDATION  
COMMON GRANT APPLICATION AND REQUIRED DOCUMENTATION**

**Proposal Submission Instructions**

- Please type all proposals, including answers to questions 1-21 on the application form.
- Please address and answer all of the questions in the order listed.
- Please use headings as provided.
- Please submit only one copy.
- Please do not include any materials other than those specifically requested.
- Please do not send video or audio cassette tapes.
- Please label all attachments in the upper right corner.
- If you plan to replicate the grant application form please use the exact format as above.

**Background Summary**

In two pages or less, please summarize the purpose of your organization. Please include an overview of your organization's mission, history, goals and achievements as well as your geographic reach, programs in place which support this effort and the need that your organization works to address.

**Proposal Narrative**

In five pages or less please provide the following information about your organization and project. Briefly explain why you are requesting this grant, what outcome you hope to achieve, and a timeline as to how you will use the funds requested.

If you are requesting general operating support, discuss your organization's overall programs and activities.

If you are requesting project or capital support, please discuss the specific project or capital program for which funds are needed.

The Proposal Narrative should address the following points:

The population that your organization serves, including geographic location, socioeconomic status, demographics (e.g., gender, age, ethnicity and language) and how this population will benefit from this project. If your organization served a low to moderate income population please provide documentation to support the percentage served.

An overview of your organization's size and structure.

Current programs and accomplishments. Please emphasize the achievements of the past year or two.

Your organization's relationships (formal and informal) with other organizations working collaboratively or independently to meet the same needs or providing similar services. Please explain how you differ from these agencies.

Community or regional opportunities, strengths and/or assets upon which this effort will draw and the level/nature of the involvement of the community at large, local residents and/or other constituents.

Define your criteria for success for the organization or project. State the results you expect to achieve at the completion of the funding period and how you will measure these results. Include future plans for sustaining this effort and strategies in place to increase your funding base.

**Required Attachments and supporting documentation**

All of the following must accompany your proposal at the time of submission (please label each one) or application will be considered incomplete and will not be reviewed.

- Copy of IRS determination letter confirming tax-exempt status as a 501(c)(3) organization and/or a 509(a)
- Mission Statement on your organization's letterhead
- Documentation to support the number of low to moderate income populations served by your organization or by the program in need of funding.
- Copy of organization's most recent annual report.
- Total board-approved annual operating budget for the current fiscal year and a complete project budget (if applicable)
- List of other foundations and corporations you are approaching to fund this proposal, with dollar amounts, indicating which sources are already committed, pending or anticipated, and all other sources of income expected for this project.
- Current board of directors list with relevant background and affiliation of each member; current board governance documents including term limits, eligibility requirements, election/appointment policies and procedures as well as procedures to fill unexpected vacancies.
- One paragraph resume of key professional staff involved in the project
- Most recent, current independent financial audit. Copy of most recently filed Form 990 PF.
- Year to date financial statement (income and expense) for your current fiscal year
- List of current (last 12 months) business contributors and foundation grants, including the level of support (dollar amounts). Note: this list should not be specific to the pending grant request and should encompass overall support for your organization.
- Board, and where applicable, employee financial participation in annual fundraising efforts. For example, percent of board/employee participation, average gift size, largest and smallest donations.

**COMMON GRANT APPLICATION FORM**  
**(Please Type)**

**Select one:**

**I am applying to the United Bank Foundation Massachusetts**  
**(Organization or program must take place in MA)**

**I am applying to the United Bank Foundation Connecticut**  
**(Organization or program must take place in CT)**

1. \_\_\_\_\_  
Today's Date
2. \_\_\_\_\_  
Legal Name of Organization
3. \_\_\_\_\_  
Address
4. \_\_\_\_\_  
City, State, Zip Code
5. (T) \_\_\_\_\_ (Website) \_\_\_\_\_  
Telephone Number and Website Address
6. \_\_\_\_\_  
Executive Director/Chief Executive Officer
7. \_\_\_\_\_  
Contact Person for this application if different from above
8. (T) \_\_\_\_\_ (Email) \_\_\_\_\_  
Telephone Number and Email Address of contact person
9. \_\_\_\_\_  
Principal Purpose of your Organization
10. \_\_\_\_\_  
Geographic Area Served (service area)
11. \_\_\_\_\_  
Approximate number of persons served annually
12. Number of Employees: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Volunteers \_\_\_\_\_
13. Percent of disadvantaged or low/moderate income individuals served (approximately) \_\_\_\_\_%  
*Note: Please provide documentation which states the percentage of disadvantaged or low to moderate income individuals served by your organization or the program in need of funding.*
14. \_\_\_\_\_  
Specific purpose for which funds are requested

15. \_\_\_\_\_  
Amount Requested

16. \_\_\_\_\_  
Period of time in which funds will be spent (anticipated start and end dates)

17. \$ \_\_\_\_\_ \$ \_\_\_\_\_  
Organization's Total Budget Project Budget, if available

18. \_\_\_\_\_  
Does your organization receive support from the United Way or other federal funds? If so, which ones?

19. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List top three measurable results you expect to accomplish if the grant is awarded.

20. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List plans for communicating the program and its accomplishments to the community and the general public. Include how the Foundation will be acknowledged for providing support.

21. Include a brief description of the program or project in need of funding:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of CEO or Executive Director indicating approval of this application