

Community Giving Grants Application Form



CHARTER OAK
CREDIT UNION

Charter Oak Federal Credit Union *Community Giving Grants* Application

The purpose of this form is to gather information, specific to your funding request, that will aid Charter Oak in deciding whether your application will be considered. There are several criteria we look for when considering an organization for funding. Once a request is reviewed, applicants will be notified in writing of the **Community Giving** Committee's decision.

Please provide complete answers to the following and attach additional pages if necessary. Should brochures regarding your program be relevant, please include them with the completed application.

Section One: General Organization Information

Date Submitting Application: _____

Name of Organization: _____

Mailing Address: _____

Street Address: _____

Email Address: _____

Website Address: _____

Chief Executive Officer (CEO)/Executive Director: _____

Contact Person for the Application (if different from the CEO/Executive Director): _____

Name: _____

Title: _____

Phone: _____

Fax: _____

Email: _____

What year was your organization started? _____

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Geographic area served: _____

Who does your organization serve and how many individuals benefit from your efforts? _____

Has your organization received funding from Charter Oak's **Community Giving Program** in the past? _____

Does an employee of Charter Oak Federal Credit Union serve on your Board of Directors or volunteer with your organization? _____

Does your organization do any banking with Charter Oak? _____

Does your organization receive support from the United Way of SECT? _____

If yes, please list the most recent amount received: _____

Were all of these funds given for the same program for which you are applying to the **Community Giving Program**? _____

If yes, how much was used for this program? _____

Please provide a brief description of the history, size and mission of your organization.

Section Two: Grant Request

Amount Requested: _____

Total project budget (please attach a detailed budget, including both income and expenses, and showing how the amount requested would be spent, if awarded): _____

Proposed starting date of project: _____

Proposed completion date: _____

- Please provide a one-paragraph executive summary of the **Grant** request.
- Please attach a narrative of no more than 5 pages that provides the following information about your project.
 1. Number of people/targeted population to be served by the program.
 2. Please describe the issues or concerns that this program is designed to address.

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3. Is this a new or ongoing program/project? If ongoing, for how long? Please provide copies of past promotional materials and media coverage.
4. Please describe the program activities: what will you do, who will participate, where will it take place, and what is your timetable?
5. How will this project support or differ from other similar projects in the community?
6. What kinds of plans do you have in place to promote your organization within the local community to raise awareness of your project?
7. What qualifications do your organization and its staff possess that will enable you to operate this program successfully? (Please do not attach staff resumes.)
8. What are the goals of the program? In other words, what specific outcomes will you need to achieve in order to consider the program a success? How will you measure this?
9. Describe how the Charter Oak Federal Credit Union's **Community Giving Program** will be recognized for supporting this project.
10. When are the funds needed?

Section Three: Other Sources of Funding

Please list any other public or private organizations that have provided significant charitable contributions to your organization during the past year:

Name of Contributing Organization	Amount of Contribution
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Please list any other organizations that have been approached for funding for this project, and include the amount requested and the status of the request.

Name of Organization	Amount Requested	Status
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Section Four: Approval of Chief Executive Officer

Approval of Chief Executive Officer or Organization Representative:

The organization named above will act as the responsible fiscal agent for any funds which might be received and will comply with applicable tax laws, regulations, and guidelines.

Signature of CEO:

Date:

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Attach the Following Supporting Documents:

- A copy of the IRS letter documenting the 501 (c) (3) status of your organization
- The mission statement of your organization
- A list of your board of directors or trustees, with their affiliations
- A complete budget for the project for which you are requesting funding (including both income and expenses)
- The current annual operating budget for your organization
- Your most recent annual report

Sorry-we cannot accept applications via fax or email. All applicants will be notified in writing of the **Community Giving** Committee's decision. Applicants may request information about the program or how to apply for funding by calling Kimberly Bartlett, the Community Relations Coordinator at 860.446.3254 to discuss their project prior to submitting an application. All **Grant** applications must be complete in order to be reviewed.

**Forward completed application to:
Charter Oak Federal Credit Union
Community Giving Program
Attn: Kimberly Bartlett
32 Chicago Avenue
Groton, CT 06340**