

EASTERN FEDERAL BANK FOUNDATION

257 Main Street, P. O. Box 709

Norwich, CT. 06360-0709

GRANT APPLICATION PROCEDURE

PLEASE SUBMIT THE FOLLOWING ITEMS (*only one copy of each document is required*):

_____ A completed Eastern Federal Bank Foundation Grant Application
(Eastern's Grant Application forms must be used).

_____ Include any optional items which we have requested and/or items that
you feel will further define the program or the purpose of the Grant you
are seeking.

Note: Applications will not be given consideration if received incomplete, without the information/items requested, or after the deadline date of March 31st.

All documents and materials submitted for Grant consideration will be held in the strictest confidence. All materials become the property of Eastern Federal Bank Foundation, Inc.

In order to be eligible for consideration for a Foundation Grant, your completed application must be received by the Foundation no later than March 31st to the following:

Eastern Federal Bank Foundation, Inc.

257 Main Street, P. O. Box 709

Norwich, CT. 06360-0709

Attention: Christi A. Hallstrom

EASTERN FEDERAL BANK FOUNDATION
257 Main Street, P. O. Box 709
Norwich, CT. 06360-0709

GRANT CRITERIA

1) Grant applicants must qualify as a 501(c)(3) or 170 (c) (1) organization. Grant not to be used for general operating expenses of any organization. Grant must be used for a specific program or project (please refer to #4 on Grant Application).

2) Grants to be distributed in the general marketing area of Bank and Foundation.

3) Amount of Grants:

Minimum Amount: \$500.
Maximum: Amount: \$2,000.

4) Timetables:

a) Mid-November – Mailing/distribution of Application
Packets.

- *Eastern Federal Bank Foundation forms must be used when applying for grants.*

b) March 31st –Applications must be received by Foundation
no later than this date each year.

c) April – Review of all Applications by Foundation Officers.

d) May – Board Approval of Grants to be awarded.

Notification of Awards/Denials

e) June – Distribution of Grants

CERTIFICATION FORM

I, _____, being duly sworn, depose and say that I am the
_____ of _____, a
_____ non-profit organization having its principal office in
_____, _____. I further certify as follows:

1. Attached hereto is a true and correct copy of a determination letter issued on _____, by the Internal Revenue Service confirming that _____ is (i) exempt from federal income taxation as an organization described in Section 501(c)(3) of the Internal Revenue Code (the code) or (ii) is a governmental unit referred to in Section 170(c)(1) of the code, which letter constitutes the most recently-issued determination letter issued by the Internal Revenue Service relating to the federal income tax status of _____.
2. To the best of my knowledge, _____ continues to qualify as (i) an organization described in Section 501 (c)(3) of the Code or (ii) a governmental unit referred to in Section 170 (c)(1) of the Code, and I am unaware of any pending circumstances which would cause me to believe that such status is unlikely to continue.

Signature/Title

Dated at _____,

this _____ day of _____,

Sworn to before this _____ day of _____.

Notary Public

(SEAL)

EASTERN FEDERAL BANK FOUNDATION
257 Main Street, P. O. Box 709
Norwich, CT. 06360-0709

GRANT APPLICATION

1. GENERAL INFORMATION:

Name of Organization: _____

Address: _____

Name of Contact: _____ Telephone: () _____

Fax: () _____

2. ORGANIZATIONAL PROFILE - Please provide a description of the applicant organization including Mission Statement, history and accomplishments(Attach separate sheet if needed):

3. AMOUNT OF GRANT REQUESTED: \$ _____

4. PURPOSE OF GRANT – (Grant must be used for a specific program, project, or scholarship). A written proposal for needs and use of the Grant should include the following: (please use a separate sheet)

- *Objectives and Goals of the Project
- *Description of plans designed to achieve Objectives and Goals
- *Location and estimated duration of the Program
- *Number of people expected to benefit from the Program
- *Budget Summary identifying Expenses and Income for the Program

5. OTHER FUNDING SOURCES: (IF APPLICABLE)

AMOUNT	SOURCE OF FUNDS (List all sources, both Internal & External)	APPLICATION PENDING	APPLICATION DENIED	DATE GRANT RECEIVED

(Attach separate sheet with additional funding sources if necessary)

6. **PROOF OF 501(c) (3) or 170 (c) (1) STATUS.** Please complete and sign the attached Certificate.
*A copy of your organization's IRS determination letter must also be submitted with this application.
7. **GOVERNING BOARD:** Please submit a list of the names and addresses of individuals comprising the organization's governing board.
8. **ANNUAL REPORT:** Please submit a copy of the organization's most recent Annual Report, including its financial statements.
9. **APPLICATION SIGNATURES:**

Our signatures are entered as the authorized representatives of the applying organization. I/We certify that the funds applied for will be used solely for the purpose of the program described in the application. I/We understand that failure to apply grant funding to the designated program or failure to complete the program within the defined time period may result in the return to the Foundation of any grant money issued pursuant to this Grant Application.

I/We will notify Eastern Federal Bank Foundation, Inc. one month prior to the completion of the program.

I/We agree to submit a narrative summary and related financial statements to the Eastern Federal Bank Foundation, Inc. when the program is completed.

_____ Date: _____
Signature/Title

_____ Date: _____
Signature/Title

_____ Date: _____
Signature/Title

Questions regarding this application can be directed to the following:

Christi A. Hallstrom
Eastern Federal Bank
257 Main Street, P. O. Box 709 - Norwich, CT. 06360-0709
Telephone (860) 889-7381, Ext. 145 - FAX (860) 859-4489
cah@easternfederalbank.com