Merrimack Foundation Application

MERRIMACK COUNTY SAVINGS BANK

MISSION

The mission of the Merrimack County Savings Bank Foundation is to provide financial support to not-for-profit organizations that enrich and improve the quality of life of the residents living in the bank's service areas. It was the donor bank's intent to see that regardless of economic ups and downs, funding to these organizations be made available. While the bank's service area at inception was Merrimack County, as the bank grows it will serve more communities, and, therefore, the Foundation's geographic reach may continue to expand as the bank enters new markets.

BACKGROUND

In May of 1997, Merrimack County Savings Bank established the Foundation with an initial investment of$1,000,000. Five Trustees, selected from among the Bank's Corporators and Board of Trustees, were chosen to administer the Foundation and its activities. The Trustees anticipate distributing 5% of the Foundation's endowment, each year, in the form of grants to not-for-profit organizations. A copy of the most recent IRS Form 990 can be found at www.guidestar.org.

CRITERIA & GUIDELINES

Given the many and diverse needs of the Foundation's communities, it would be inappropriate to define applicant criteria too tightly. However, guidelines are necessary in order to minimize requests which are clearly not consistent with the Foundation's intentions or capabilities.

- The Foundation's geographic focus will be those communities that the bank services. The service area will be defined as the Bank's Assessment Areas.
- Requests from statewide organizations may be considered, but the decision process will center around the use of a grant to fund programs to benefit the communities within the Foundation's geographic focus.
- Grant requests are encouraged from not-for-profit, civic, arts, environmental, social service, health and affordable housing organizations that have 501(c)(3) status.
- The Foundation does not fund requests from individuals, municipalities, private schools, political, labor, religious, fraternal, nor organizations whose main function is lobbying.
- The Foundation will not consider multi-year pledge requests or requests for endowments.
- In its deliberations, the Board will consider the severity of need, the level of funding available from other sources and the likelihood that the donation will bring about the desired outcomes.
- While amounts vary, typically grant awards do not exceed $5,000.
- If awarded a grant, the organization will be required to affirm its intentions for the grant money, as well as notify the Foundation in writing upon usage of the funds.
- All applications for grants must be in writing.

APPLICATION PROCESS

To assure fairness, consistency and objectivity in the grant allocation process, all requests will be accepted on a common basis. Five (5) copies of the application package are required. A grant request will not normally be considered by the Board unless it includes, at a minimum:

- The Grant Request Application Form.
- A one to three page description of the applying organization and the program(s) to be funded by the grant.
- An explanation of the governance structure of the organization, including the organization's executive staff and Board of Trustees.
- The amount requested. Organizations are required to submit a project/program budget. Other funding sources (if any) should be noted, as well as an explanation of how the funds will be used should the full grant request not be granted.
- A copy of the organization's 501(c)(3) determination letter.
- A statement that your organization is currently in compliance with reporting requirements of the Charitable Trust Division of the NH Attorney General's office.
- The name of a contact person for questions and response.

Applications must be complete to be considered. Please send complete applications to:

Merrimack County Savings Bank Foundation
Attn: Linda Lorden
89 North Main Street
Concord, NH 03301

APPLICATION TIMING

There will be one scheduled funding period each year. Applications for this period will be accepted during the month of August. Applications must be postmarked or dropped off at any branch by **September 1st** to be considered for that year's grant cycle. Application requests and information will be received, on behalf of the Foundation, by the Foundation's Secretary or his/her designee. The Foundation's Secretary will review applications for completeness of materials and appropriateness of requests for the Foundation's purpose. Organizations should expect a response to their application 6 to 8 weeks after the submission deadline.

Merrimack County Savings Bank's Assessment Areas

Allenstown
Andover
Atkinson
Auburn
Boscawen
Bow
Bradford
Candia
Canterbury
Chichester
Concord
Danbury
Deering
Derry
Dunbarton
Epsom
Franklin
Goffstown
Hampstead
Henniker
Hill
Hillsborough
Hollis
Hooksett
Hopkinton
Hudson
Litchfield
Londonderry
Loudon
Manchester
Merrimack
Nashua
New London
Newbury
Northfield
Pelham
Pembroke
Pittsfield
Plaistow
Salem
Salisbury
Sutton
Warner
Weare
Webster
Wilmot
Windham

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APPLICATION FORM (ACCEPTED AUGUST 1 – SEPTEMBER 1)

Name of organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Primary Email: _____

Website (if applicable): _____

CEO/Executive Director: _____

Contact Person: _____

Organization's Charitable Purpose as set forth in your articles of organization:

_____

_____

_____

Purpose of Grant: _____

_____

_____

Amount Requested: $ _____

Date of 501(c)(3) Designation: _____

Organization is a ☐ Public ☐ Private Charity (please check one)

If the organization serves low/moderate income (LMI) individuals, please indicate an estimated percentage of LMI individuals served by your organization last year: _____%

Please include **FIVE** copies of the following required information in your application package:

- This Grant Request Application Form.
- A one to three page description of the applying organization and the program(s) to be funded by the grant.
- An explanation of the governance structure of the organization, including the organization's executive staff and Board of Trustees.
- Organizations are required to submit a program/project budget, including other funding sources (if any) and how the funds will be used should the full grant request not be granted.
- A copy of the organization's 501(c)(3) determination letter.
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