



2017 Grant Application Checklist and Guidelines

Thank you for your interest in applying for a Thomaston Savings Bank Foundation, Inc. grant. Please use this checklist to help you collect the information you will need for the online application process. The grant application must be **completed online in full** and **submitted by June 30, 2017**. Early submission of your grant application is encouraged and will be greatly appreciated.

In order to be considered for a grant through the Thomaston Savings Bank Foundation, Inc., the funds you apply for must be used to benefit residents of one or more of the following towns or defined areas:

Bristol	Harwinton	Plymouth/Terryville	Watertown/Oakville
Bethlehem	Litchfield/Northfield/ Bantam	Thomaston	Wolcott
Burlington	Middlebury	Torrington	Woodbury
	Morris	Waterbury	

Charitable giving in the year 2016 totaling \$551,884.89 with the average dollar amount of grants awarded ranging between \$1,500 and \$2,000.

GRANT INFORMATION:

___ **Project Name**

___ **Requested Grant Amount**

___ **General Grant Purpose** (a brief description of what this grant will be used for)

___ **Detailed Grant Proposal** (objectives and detailed purposes of grant request)

___ **Planned Activities** (what are the activities planned to achieve the objectives and purposes of this request)

___ **Benefits to the Local Community** (description of how grant request will benefit the local community)

___ **Location/Duration of Grant** (where will this grant be used and estimated duration of grant)

___ **Number of People Affected** (how many people will be affected by this grant and details about how it might benefit lower income individuals and families)

ORGANIZATION INFORMATION:

___ **501(c)3 Determination Letter**

(if your organization qualifies as a 501(c)3 please provide a Determination Letter from the IRS)

___ **Board Members**

(All non-profit organizations must provide a list of members or officers of their governing board. If you do not have a board, you may provide a list of the leaders of your organization.)

___ **Organization Budget** (please provide the income and expenses of your organization)

___ **Suggested Project Budget** (a detailed cost breakdown for this specific grant request)

___ **Other Funding Sources** (other funding sources, private or public, in the last eighteen months or currently being considered which include the following: amount, source of funds, status, date awarded if applicable)

___ **Optional Materials** (any additional supporting document you feel may be helpful - a total of three documents are allowed, if you have more than three, you can combine them - see instructions on online application)

FOR TECHNICAL SUPPORT OR QUESTIONS:

Please contact the Thomaston Savings Bank Foundation at **860.283.1874** or email foundation@thomastonsb.com.