

# **THE RANDOLPH SAVINGS PETER T. PASTORE, JR. CHARITABLE FOUNDATION**

## **Guidelines for Charitable Contributions/Grant Applications**

### **MISSION**

The mission of the Randolph Savings Peter T. Pastore, Jr. Foundation is to provide financial support to not-for-profit, charitable organizations as defined by Section 501(c)(3) of the Internal Revenue Code to enhance the quality of life in the communities serviced by Randolph Savings Bank.

### **FUNDING PRIORITIES**

#### ***The Arts***

The Foundation supports organizations that inspire artistic expression in all forms and bring culture to audiences throughout our communities. Programs may be in the areas of museums, the performing arts, arts education, exhibits, and events for children and families.

#### ***Community Development***

The Foundation supports organizations that use programs, direct funding or low-cost loans in such community infrastructure areas as housing, historic preservation, economic development, transportation, parks, and the environment.

#### ***Health and Human Services***

The Foundation supports organizations that provide assistance to children, the elderly, and others who need specialized health care. Programs may be in such areas as food banks and free meals, emergency fuel assistance, vocational training, hospice support, and activities for the physically or developmentally disabled.

#### ***Youth and Education***

The Foundation supports organizations that encourage and directly assist children in the areas of education, after-school activities, sports, mentoring, literacy, and other programs that give our youth inspiration and a helping hand.

### **ELIGIBILITY REQUIREMENTS**

- Applicant organization must primarily serve residents in the communities served by Randolph Savings Bank;
- Organizations must be tax exempt under Internal Revenue Code Section 501(c)(3) and public charities described in Section 509(a) of the Internal Revenue Code or be a municipal entity. State agencies or departments are not eligible to apply;
- Only one grant per calendar year will be awarded to an organization.

The Foundation does **not** make grants to the following types of applicants:

- Individuals;
- For-profit organizations;
- Religious institutions, except for non-sectarian programs benefiting the community-at-large;
- Service clubs, fraternal organizations or third parties raising funds for a charity;
- Private foundations;
- Type III Supporting organizations; and
- Organizations organized outside the United States of America.

The Foundation does **not** make grants to support the following:

- Projects taking place in areas where Randolph Savings Bank does not have a community presence;
- Political activities, lobbying expenses or other activities influencing the outcome of the legislative or electoral process;
- Interest expenses paid on loans or payment to eliminate or reduce existing deficits;
- Feasibility studies;
- Trips, tours, transportation costs or conference attendance;
- Golf tournaments, awards dinners and similar fundraising events;
- Animal causes;
- Team sponsorships or individual sports participants;
- “a-thon” fundraising events;
- Pageants

For questions regarding your organization’s eligibility to apply, the types of activity for which you seek support, or the content of your application, contact Amy Crenshaw (781) 963-2100.

We support organizations and programs that advance the funding priorities described under the “Funding Priorities” section above and that are located in communities served by Randolph Savings Bank.

- We limit organizations to one funded application per calendar year.
- We will consider funding up to 100% of budget expenses for the program or project for which support is sought; therefore support from other funding partners is required.
- Organizations must have been in existence and held a 501(c)(3) determination letter for at least 12 months. Organizations must demonstrate a mature budget, show additional community support, and have a track record of effective performance. The start-up of new non-profit organizations will not be funded.

### **TOWNS WE SERVE**

Applicant organization must primarily serve residents in the communities served by Randolph Savings Bank

Massachusetts: Stoughton, Sharon, Canton, Randolph, Holbrook, Avon, and Braintree

Rhode Island: Coventry, Cranston

### **FUNDING SIZE**

The Foundation discourages repeat requests for funding of the same programs/projects but, where warranted and with thorough documentation, will consider such requests on a case-by-case basis.

### **APPLICATION**

The Board of Directors will consider funding proposals at their meetings to be held in June and November. Deadlines for submission of completed applications are April 30 and September 30. Applications submitted after the stated deadline will not be considered. Incomplete applications will not be considered. Notification of awards will be made by mail within 30 days of the respective Board Meeting.

### **APPLICATION PROCEDURE**

The Application for Funding form with 9 copies must be completed in its entirety and submitted along with the required attachments. Incomplete applications will not be considered until all required information is received. Applications and questions should be addressed to:

Amy Crenshaw  
 The Randolph Savings Peter T. Pastore, Jr. Charitable Foundation  
 10 Cabot Place  
 Stoughton, MA 02072  
 781-963-2100

(PLEASE NOTE: The Randolph Savings Peter T. Pastore, Jr. Charitable Foundation does not accept electronic submission (i.e., FAX or e-mail) of applications.)

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10 Cabot Place  
Stoughton, MA 02072  
(781) 963-2100

<p><b>MISSION</b> <b>Randolph Savings Peter T. Pastore, Jr. Charitable Foundation</b> <b>Supports non-profit organizations and worthy programs that enhance the quality of life in our communities.</b></p>
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**RANDOLPH SAVINGS PETER T. PASTORE, JR. CHARITABLE FOUNDATION**

**Application for Funding**

(To be completed by 501(c)(3) organization)

Date of Application:	Taxpayer ID No.:
Purpose of grant (one sentence):	
Name of organization to which grant would be paid. Please state exact legal name:	
Name of organization:	Web address: Telephone number: Fax number: E-Mail:
Executive Director:	
Contact person and title (of not Executive Director):	
Grant request (may not exceed \$_____) \$	Check one: <input type="checkbox"/> General support <input type="checkbox"/> Project Support <input type="checkbox"/> Capital Support
Total organizational budget (for current year): \$	Total project budget (if requesting project support): \$
Dates covered by this budget (mo/day/yr):	Dates covered by this project (mo/day/yr):
Project name (if applicable)	
Organization's Mission Statement	

(9 copies of Application for Funding (pages 1-3) required)

**DESCRIPTION OF PROGRAM**

In no more than 2 pages, describe:

1. Community Problem/Need to be addressed
2. Target population
3. Goals, Objectives and Timetable
4. Collaborating organizations
5. Future plan for sustaining this program

Income level(s) being served	Number of Individuals being served	Geographic Area being served
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**Method of Evaluation**

Define your criteria for success. State how you will measure success in the short and long term.

**ORGANIZATION INCOME STATEMENT**

<b>Source of Income by Category and Amount</b>	<b>Last Fiscal Year</b>	<b>Current Year Estimate</b>
Corporations		
Foundations		
State Government		
Local Government		
Federal Government		
Individual Contributions		
Federated Groups (United Way)		
Other		
<b>Total Annual Income</b>		

<b>Operating Expenses</b>	<b>Last Fiscal Year</b>	<b>Current Year Estimate</b>
Administrative		
Program Service		
Fund Raising		
Other		
<b>Total Annual Income</b>		

<b>Amount of Five Highest Public or Private Grants or Gifts Last Year and Source</b>	
<b>Amount</b>	<b>Source</b>
\$	
\$	
\$	
\$	
\$	

How often is your organization audited?	By whom?	
Project Budget		
<p><b>Please enclose one copy of the following documents:</b></p> <p><input type="checkbox"/> Most recent audited financial statement</p> <p><input type="checkbox"/> A copy of organization's most recent Form 990 filed with IRS</p> <p><input type="checkbox"/> Copy of IRS Federal Tax Exemption Determination Letter – 501(c)(3)</p> <p><input type="checkbox"/> Annual Report</p> <p><input type="checkbox"/> One year, full budget, with line item detail for the project, program or organization</p> <p><input type="checkbox"/> List of Officers and Directors</p> <p><b>Incomplete applications will not be considered</b></p>		
Other		
<b>Total Annual Income</b>		