

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

Guidelines for Charitable Contributions/Grant Applications

PLEASE NOTE:

- Applications will be accepted once a year.
- Grants will be awarded one time each year.
- The deadline for applications is July 31.
- Grants will be awarded following the October Board Meeting.

MISSION

The mission of the Randolph Savings Peter T. Pastore, Jr. Foundation is to provide financial support to not-for-profit, charitable organizations that ***specifically serve youth*** 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 youth 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 that specifically benefit youth.

Health and Human Services

The Foundation supports organizations that provide assistance to youth 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 youth 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;
- Individual sports participants;
- "a-thon" fundraising events;
- Pageants

For questions regarding your organization's eligibility to apply, the type of activity for which you seek support, or the content of your application, contact Kim Pelland 781-573-1364.

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 meeting to be held in **October** and November. Deadline for submission of completed applications is July 31. 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 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:

Kim Pelland
The Randolph Savings Peter T. Pastore, Jr. Charitable Foundation
10 Cabot Place
Stoughton, MA 02072
781-573-1364

PLEASE NOTE: You may send via mail or scan all of your documents and e-mail them to kpelland@randolphsavings.com. Please call and let Kim Pelland know if choose to e-mail your application.

RANDOLPH SAVINGS PETER T. PASTORE, JR. CHARITABLE FOUNDATION

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

MISSION
Randolph Savings Peter T. Pastore, Jr. Charitable Foundation
Supports non-profit organizations and worthy programs that enhance the
quality of life of youth in our communities.

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	

DESCRIPTION OF PROGRAM*In no more than 2 pages, describe: (attach as a separate document)*

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
6. Method of Evaluation - Define your criteria for success. State how you will measure success in the short and long term.

Income level(s) being served	Number of Individuals being served	Geographic Area being served
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Source of Income by Category and Amount	Last Fiscal Year	Current Year Estimate
Corporations		
Foundations		
State Government		
Local Government		
Federal Government		
Individual Contributions		
Federated Groups (United Way)		
Other		
Total Annual Income		

ORGANIZATION INCOME STATEMENT

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

Amount of Five Highest Public or Private Grants or Gifts Last Year and Source	
Amount	Source
\$	
\$	
\$	
\$	
\$	
How often is your organization audited? By whom?	
Project Budget	
<p>Please enclose one copy of the following documents:</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>Incomplete applications will not be considered</p>	
Other	
Total Annual Income	

