



Charitable Foundation

Responsible Giving Since 1999

The Reading Co-operative Bank Charitable Foundation serves the greater Reading area including Wilmington, North Reading, and Woburn. To find out more about Reading Co-operative Bank, please call us at: 781.942.5000 or 800.698.6962 or visit us on-line at: readingcoop.com.

Send application materials to:
Shanna L. Fuller
Assistant VP Director of Marketing
Reading Co-operative Bank
Charitable Foundation
180 Haven Street, Reading, MA 01867
sfuller@readingcoop.com

Grant Application Guidelines

As a reflection of its long-standing commitment to the local community, Reading Co-operative Bank established the RCB Charitable Foundation in 1999. The foundation is dedicated to the promotion of charitable, educational, and civic purposes within the bank's market area.

About the Grant Program

The RCB Charitable Foundation will generally award grants of up to \$10,000 to increase the quality of life of the greater market area. Special emphasis will be placed on those projects which focus on disadvantaged and/or undeserved citizens. The areas of interest are workforce development, health and human services, housing, education, community development, the environment, and the arts. Grant requests will be considered for program support, seed money, and capital improvements.

Eligibility Requirements

To apply for a grant, applicants must be non-profit 501 (c)(3) organizations or public schools located in or serving the towns of Reading, Wilmington, North Reading, and Woburn. The Charitable Foundation will not fund political or sectarian activities.

Funding Criteria

In reviewing proposals, the Trustees will give special consideration to the following: the need of the target population to be served; the need for the service by the target population; the number of local residents to be served by the project; the impact of the project on the population served; the significance of the grant on the

organization's ability to implement the project; the sustainability of the project once the grant period has ended.

Application Instructions

To apply for funding, applicants must submit a cover letter signed by the organization's Executive Director or Board President plus one paper copy and one pdf of a brief proposal (2-3 pages) and a summary sheet. Proposals must include the following information, keeping in mind the funding criteria:

Application Organization: Mission and brief history of major programs and geographic scope of services, organizational structure and number of staff.

Proposed Project: The project or purpose for which grant funding is sought. The target population and community needs to be addressed. The impact of the quality of life of the target population. How the proposed project complements the mission and activities of the applicant organization. The goals (qualitative and quantitative) to be achieved by the project. Specific timetable of activities for attaining stated goals. Plans for sustaining the project beyond the grant period.

Project Budget: Itemized project expenses (e.g. salaries, equipment, printing). Indication of which project expenses will be covered by the RCB Charitable Foundation's funds. Projected project revenue, including all funding sources (in-hand and anticipated funds) and the amounts from each individual source.



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<p>Legal Name of Organization _____</p> <p>Name of Executive Director _____</p> <p>Street Address _____</p> <p>City _____ State _____ ZIP _____</p> <p>Email _____</p> <p>() _____ Phone Number</p> <p>() _____ Fax Number</p> <p>Tax Free Number _____</p> <p>State your organization's mission: _____ _____ _____</p> <p>List the proposal's target population, constitu- ents and geographic communities: _____ _____ _____</p> <p>Signature _____</p>	<p>First Name _____ Last Name _____</p> <p>Title _____</p> <p>Total Number of Board Members _____</p> <p>Total Number of Full Time Staff _____</p> <p>Total Number of Part Time Staff _____</p> <p>Total Number of Volunteers _____</p> <p>Annual Budget Fiscal Year End \$ _____</p> <p>Total Amount Requested \$ _____</p> <p>Project or Capital Budget \$ _____</p> <p>IRS 501 (C)(3) Non-profit? Yes [] No []</p> <p>RCB Customer? Yes [] No []</p> <p>List any previous support from Reading Co-operative Bank or Reading Co-operative Bank Charitable Foundation in the last five years, and use of those funds. _____ _____ _____ _____</p> <p>Is your organization willing to add a link from your website to Reading Co-operative Bank's website www.readingcoop.com?</p> <p>If so, please list your website here: _____</p> <p>Date _____</p>
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