



2019 GRANT APPLICATION CHECKLIST & GUIDELINES

Thank you for your interest in applying for a Thomaston Savings Bank Foundation, Inc. Grant. Please use this checklist to help 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, 2019. 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	Litchfield/Northfield/Bantam	Thomaston	Wolcott
Burlington	Middlebury	Torrington	Woodbury
Bethlehem	Morris	Waterbury	
Harwinton	Plymouth/Terryville	Watertown/Oakville	

In general grants are made for future, planned expenditures and are not to cover operating deficits or previously incurred obligations.

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 qualified as a 501(c)3, please provide a Determination letter from the IRS
- Listing of Board Members** if your organization does not have a board, a listing of your organization's leadership will suffice.
- Organization Budget** please provide the income and expenses of your organization
- Project Budget** a detailed cost breakdown for this specific grant request
- Other Funding Sources** please include other sources, private or public, from the last 18 months and those currently being considered specifically for the requested project and include the following: amount, source of funds, status, and 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

Contact the Thomaston Savings Bank Foundation **860.283.1874** | Foundation@ThomastonSB.com