

Community Giving Grant

Guidelines



MISSION: Charter Oak Federal Credit Union is a community credit union that is committed to giving back to charitable entities within its field of membership. Charter Oak Federal Credit Union's Community Giving Grants Program is geared specifically to non-profit organizations that foster economic development and social well-being in both New London and Windham counties.

Funding Priorities

Grants from Charter Oak's Community Giving Grants Program provide funding to a variety of non-profit organizations. Priority is given to initiatives supporting the following:

1. **Education/Job Training:** Programs or organizations helping people achieve their goals through education, such as adult literacy and job training programs.
2. **Health programs:** Programs that provide direct service to the community, such as hospitals, community health programs, prevention programs and intervention services.
3. **Human Services:** Projects that enhance and improve the quality of personal life for the residents of communities in our field of membership, such as libraries, municipal programs, social services for families and children, and economic development initiatives.
4. **Housing:** Projects or organizations that expand home ownership opportunities and provide access to affordable housing within our communities.
5. **Community Development/Revitalization:** Projects or organizations that revitalize areas or develop areas, stimulating the local economy.
6. **Arts:** A wide range of cultural events including theater, music, and art programs that broaden the access to cultural activities and enrich the lives of people who live and work in the communities served by our credit union.

When considering Grant requests, we consider the following criteria as well:

- The number of people to be served.
- The level of need of the people to be served.
- The potential impact of the program. Will it generate long-term change?

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Eligibility for Grants

Organizations must be 501 (c) (3) tax-exempt by the Internal Revenue Service serving one or more of the communities in New London or Windham counties.

Charter Oak does not make Grants to the following types of applicants:

- Individuals
- Fraternal, Political & Religious Groups
- Organizations that are not open to the general public
- Organizations with IRS Private Foundation designation
- Organizations that are not located within the boundaries of New London and Windham counties

Multiple year commitments will be considered, but are limited.

When determining funding recipients, Charter Oak's Community Giving Committee has reserved the right to request more information from applicants, or to conduct site visits when determining requests. A written final report of the recipient's program or project will be due six months after the project's funding notification. Should an organization fail to provide this report, it may not be considered for future funding until one is submitted for the previous project. Charter Oak also reserves the right to publicize names and images of award recipients and may request photos of projects or individuals for this purpose. We encourage Grant recipients to document any beneficial information, not only for publicity purposes, but to supplement your future Grant request applications.

If you have questions regarding whether your request qualifies for funding, please call the Community Relations Coordinator at 860.446.3425 to discuss your project prior to submitting an application.

Submitting Grant Applications

Grant applications may be submitted at any time throughout the calendar year. Applications will be reviewed quarterly on the schedule that appears below. All requests must be accompanied by a completed Community Giving Grants application, as well as the supporting documents outlined below. We can accept only one application per year from any organization.

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Application Checklist

In order to consider a Grant request, the following supporting information and documents must be included with the Grant application.

- A copy of the IRS letter documenting the 501 (c) status of the organization
- The mission statement of the organization
- A list of board of directors or trustees, with their affiliations
- A complete budget for the project
- The current annual operating budget for the organization
- Your most recent annual report

If any of the above documents are unavailable or not applicable, the reason should be noted on the Grant application form. (For example, if an organization is a municipal agency, it would not have a 501 (c) (3) letter.)

Grants will be reviewed on the quarterly schedule that appears below.

- Recipients for funding requests received by January 1st will be announced in March.
- Recipients for funding requests received by April 1st will be announced in June.
- Recipients for funding requests received by July 1st will be announced in September.
- Recipients for funding requests received by October 1st will be announced in December.

Your application, together with supporting documents, should be sent to:

Charter Oak Federal Credit Union
Attn: Community Relations Coordinator
1055 Hartford Turnpike
Waterford, CT 06385

Sorry but we cannot accept applications via fax or email.

All applicants will be notified in writing of the Community Relations Committee's decision. Applicants may request information about the program or how to apply for funding, as well as discuss their project prior to submitting an application, by calling the Community Relations Coordinator at 860.446.3425.

Additionally, a final report detailing the success of the project is required from each grant recipient within six months of receiving the award. Final Report forms can be found [here](#).

Community Giving Grant Application



The purpose of this form is to gather information, specific to your funding request that will aid Charter Oak in deciding whether your application will be considered. There are several criteria we look for when considering an organization for funding. Once a request is reviewed, applicants will be notified in writing of the Community Giving Committee's decision.

Please provide complete answers to the following and attach additional pages if necessary. Should brochures regarding your program be relevant, please include them with the completed application.

SECTION ONE: GENERAL ORGANIZATION INFORMATION

Date Submitting Application:

Name of Organization:

Address:

City:

State:

Zip:

Email Address:

Website Address:

Chief Executive Officer (CEO)/Executive Director:

Contact Person for the Application (if different from the CEO/Executive Director):

Title:

Phone:

Fax:

Email:

What year was your organization started?

Geographic area served:

Who does your organization serve and how many individuals benefit from your efforts?

Has your organization received funding from Charter Oak's Community Giving Program in the past?

Does an employee of Charter Oak Federal Credit Union serve on your Board of Directors or volunteer with your organization? If yes, please name the individual(s).

Does your organization do any banking with Charter Oak? If not, who do you currently bank with?

Community Giving Grant Application



Does your organization receive support from the United Way of SECT?

If yes, please list the most recent amount received:

Were all of these funds given for the same program for which you are applying to the Community Giving Program?

If yes, how much was used for this program?

Please provide a brief description of the history, size and mission of your organization.

SECTION TWO: GRANT REQUEST

Amount Requested:

Total project budget (Please attach a detailed budget, including both income and expenses, and showing how the amount requested would be spent, if awarded):

Proposed starting date of project:

Proposed completion date:

- Please provide a one-paragraph executive summary of the Grant request.
- Please attach a narrative of no more than 5 pages that provides the following information about your project.

1. Number of people/targeted population to be served by the program.
2. Please describe the issues or concerns that this program is designed to address.
3. Is this a new or ongoing program/project? If ongoing, for how long? Please provide copies of past promotional materials and media coverage.
4. Please describe the program activities: what will you do, who will participate, where will it take place, and what is your timetable?
5. How will this project support or differ from other similar projects in the community?
6. What kinds of plans do you have in place to promote your organization within the local community to raise awareness of your project?
7. What qualifications do your organization and its staff possess that will enable you to operate this program successfully? (Please do not attach staff resumes)

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- 8. What are the goals of the program? In other words, what specific outcomes will you need to achieve in order to consider the program a success? How will you measure this?
- 9. Describe how the Charter Oak Federal Credit Union's Community Giving Program will be recognized for supporting this project.
- 10. When are the funds needed?

SECTION THREE: OTHER SOURCES OF FUNDING

Please list any other public or private organizations that have provided significant charitable contributions to your organization during the past year:

Name of Contributing Organization:	Amount of Contribution:
_____	_____
_____	_____

Please list any other organizations that have been approached for funding for this project, and include the amount requested and the status of the request.

Name of Organization:	Amount Requested	Status:
_____	_____	_____
_____	_____	_____

SECTION FOUR: APPROVAL OF CHIEF EXECUTIVE OFFICER

Approval of Chief Executive Officer or Organization Representative: The organization named above will act as the responsible fiscal agent for any funds which might be received and will comply with applicable tax laws, regulations, and guidelines.

Signature of CEO: _____	Date: _____
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Attach the Following Supporting Documents:

- A copy of the IRS letter documenting the 501 (c) (3) status of your organization
- The mission statement of your organization
- A list of your board of directors or trustees, with their affiliations
- A complete budget for the project for which you are requesting funding (including both income and expenses)
- The current annual operating budget for your organization
- Your most recent annual report

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Community Giving Grant **Application**



CHARTER OAK
CREDIT UNION

Community Giving Coordinator at 860.446.3425 to discuss their project prior to submitting an application. All Grant applications must be complete in order to be reviewed.

**Forward completed application to:
Charter Oak Federal Credit Union Community Giving Program
Attn: Community Giving Coordinator
1055 Hartford Turnpike
Waterford, CT 06385**