



# NAUGATUCK SAVINGS BANK FOUNDATION

*Making a Difference*

## **2012 Grant Guidelines**

251 Church Street  
PO Box 370  
Naugatuck, CT 06770  
203.729.5291 • fax 203.720.5329

### **OUR MISSION**

The Naugatuck Savings Bank Foundation's mission is to support programs and organizations that will contribute to the betterment of the communities it serves. The Foundation will consider a broad range of requests to create opportunities for residents with emphasis on promoting education and the encouragement of homeownership.

### **ADMINISTRATION**

The Naugatuck Savings Bank Foundation grantmaking is administered by the Connecticut Community Foundation.

### **ELIGIBLE APPLICANTS**

1. The applicant is either a public institution or a private tax-exempt organization under Sections 501(c) (3), 501(c) (4) or 501(c) (6) of the Internal Revenue Code.
2. Political, lobbying or religious activities are ineligible. Religiously affiliated organizations may propose nonsectarian projects.
3. The applying organization must have an established board, representative of the community, of which a majority is neither employees nor relatives of employees.

### **TYPES OF GRANTS**

The Naugatuck Savings Bank Foundation awards both **designated and competitive grants**. Agencies receiving designated grants will be notified by the Foundation about the schedule and amount of their annual funding.

Through its competitive program, the Foundation makes program and capital grants. Specifically, it seeks projects that will improve the quality of life for residents, increase the sense of community and provide lasting benefits, particularly for youth and those in need.

The Foundation will consider requests as follows:

- For new, enhanced or expanded projects based on a documented need, having a strong project plan, specific outcomes and a feasible budget. Priority is given to requests having the highest correlation to the Foundation's goals of promoting education and encouraging and supporting homeownership.
- For ongoing projects or programs that have proven specific benefits to the community.

- Located in or serving residents of Ansonia, Cheshire, Hamden, Meriden, Middlebury, Naugatuck, Oxford, Prospect, Southbury, Waterbury, Watertown or Woodbury.
- Give priority to providing programs or services over capital or equipment. Grants for previously incurred expenses are specifically prohibited.
- Although multi year requests will be considered, the agency must make a strong case for the need for multi year funding in its initial request.
- The Foundation gives lower priority to requests for publicly owned capital or equipment. Preference is afforded to those requests with broad, visible community involvement in the design and fundraising for the project.
- Requests from schools or for programs offered in schools by nonprofit organizations must include the approval of the superintendent as indicated by signing the grant application form.
- Organizations may submit only one grant request per round.

### **Grantmaking Process for New Requests**

The first step in the grant process is to review the grant guidelines to determine your organization's eligibility and the appropriateness of the proposed project. Grant guidelines and the grant application packet are available on the Bank's website, [www.naugatucksavingsbank.com](http://www.naugatucksavingsbank.com). You can also contact the Naugatuck Savings Bank Foundation or the Connecticut Community Foundation to discuss the appropriateness of the grant request based on the guidelines. The Foundation's willingness to consider a grant request should in no way be construed as preliminary approval of the grant request. The request will then be reviewed at the next NSBF meeting. Grant applicants are notified by letter immediately following the Board meeting.

The Naugatuck Savings Bank Foundation reviews grant requests three times per year. Deadlines for 2012 are as follows:

- **February 24, 2012**
- **May 25, 2012**
- **October 26, 2012**

### **Grant submission**

Two copies of the application and budget (including the CRA form) and one copy of the agency's nonprofit determination letter and operating budget should be submitted to: **June M. Jarvis, Naugatuck Savings Bank Foundation, 251 Church Street, PO Box 370, Naugatuck, CT 06770**

### **Contact information:**

For further information about the Foundation or to discuss your proposal, please contact June M. Jarvis at 203.729.5291, [june.jarvis@nutmegfinancial.com](mailto:june.jarvis@nutmegfinancial.com) or Josh Carey at [josh@conncf.org](mailto:josh@conncf.org), 203.753.1315. For your own protection, please do not email to Naugatuck Savings Bank Foundation any confidential information such as account numbers or Social Security numbers. If your communication contains confidential information, we suggest you call us at 203.729.4442, toll free 877.729.4442 or mail to Naugatuck Savings Bank Foundation, 251 Church Street, Naugatuck, CT 06770. Thank you.