



Doreen H. Downham
Executive Director
SBM Charitable Foundation
Manchester, CT

Dear Applicant,

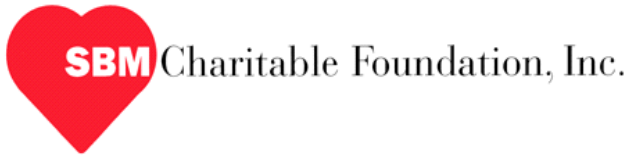
Thank you for your interest in the SBM Charitable Foundation. As you may already know, the Foundation is committed to improving the lives of individuals and families living and working predominantly East of River, in Hartford, Tolland, and Windham Counties. The Foundation supports programs in the areas of health, human services, education, housing, and the arts.

As you prepare your materials for a **“We’re Pulling For You Grant”**, please bear in mind the Foundation’s requirements for applying, which are noted on page two of this application. It is important that you comply with our specific requirements. Please do not hesitate to contact our staff with any questions that you may have.

The Foundation’s **“We’re Pulling For You Grants”** are a continuing legacy of the Savings Bank of Manchester’s longstanding commitment to the community that it served for nearly one hundred years. It is with pleasure that we invite you to apply, and we hope to speak with you soon.

Sincerely Yours,

Doreen H. Downham
Executive Director



Mission Statement

The SBM Charitable Foundation, Inc., perpetuating the vision of the former Savings Bank of Manchester, is committed to bettering the lives of those who live and work predominantly East of the River in Hartford, Tolland, and Windham Counties. Priorities established for the Foundation's giving are Health, Human Services, Education, Housing, and the Arts.

GRANT APPLICATION

Grant applications must be submitted using the SBM Charitable Foundation, Inc. "Request for Grant" form. Please complete the standard form fully, and attach all required documents to avoid delay or unnecessary denial.

In order for a grant request to be considered, the following supporting information/documents must be attached to your grant application:

- ♥ Proof of 501 (c) (3) status (i.e. a copy of the IRS tax exemption letter for your charity)
- ♥ Your organization's Mission Statement
- ♥ A list of your Board of Directors
- ♥ A complete budget for the project described
- ♥ The current annual operating budget of your organization
- ♥ Statement of the percentage of administrative cost over total cost
- ♥ Audited financial statement of the previous year's activities, if applicable
- ♥ A copy of your most recent Form 990

If any of the documents are not available or are inapplicable, please note the reason on your "Request for Grant" form.

The Foundation gives high priority to equality of opportunity for all members of society. Accordingly, it is this Foundation's expectation that, in carrying out any program funded by a Foundation grant, your organization will take appropriate affirmative action steps.

Return the completed grant application to:
SBM Charitable Foundation, Inc.
935 Main Street, Level C, Suite B101
Manchester, CT 06040

REQUEST FOR GRANT

Name of Organization: _____

Mailing Address: _____

Street Address: (If different from mailing) _____

Contact Person for Project: _____ Title: _____

Phone: () _____ e-mail: _____ Fax: () _____

Project Summary: (Attach additional pages if necessary)

Total Project Budget: (attach details)

Amount Requested:

Tax Identification Number:

Administrative Cost Ratio:

Approval of Chief Executive Officer:

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 the SBM Charitable Foundation, Inc.'s policies. We understand that SBM Charitable Foundation, Inc. requires periodic program and financial expenditures reports from grant recipients and may request the opportunity to visit our programs before awarding a grant, or after a grant has been made, for purposes of project evaluation.

Signature: _____ Date: _____

Title: _____

CONTACT INFORMATION

Executive Director & Corporate Secretary

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