



The Reading Cooperative Charitable Foundation serves the Bank's greater market area including Andover, Burlington, North Reading, Reading, Wilmington, and Woburn.

To find out more about Reading Cooperative Bank, please call us at 781.942.5000 or visit us online at [readingcoop.com](http://readingcoop.com).

**Send application materials to:**  
Shanna F. Cahalane, VP  
Director of Marketing  
Reading Cooperative  
Charitable Foundation  
55 Walkers Brook Drive  
Reading, MA 01867 and also  
to [scahalane@readingcoop.com](mailto:scahalane@readingcoop.com)

### Grant Application Guidelines

For over a century at Reading Cooperative Bank, we've been committed to the people and communities we serve. In 1999, we established the Reading Cooperative Charitable Foundation to confirm our commitment to support educational, civic and charitable events and purposes in those communities.

### About the Grant Program

The Charitable Foundation awards grants of up to \$10,000 to increase the quality of life in the greater market area, with special emphasis on projects which focus on disadvantaged or underserved citizens. Primary areas of commitment 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, an applicant must be a non-profit 501(c)(3) organization or public school located in or serving the towns of Andover, Burlington, North Reading, Reading, Wilmington, or 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: (1) a cover letter signed by the organization's Executive Director or Board President; along with (2) one paper copy and one pdf of a brief proposal (2-3 pages); and (3) the completed Proposal Summary Sheet attached hereto. 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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and also by email to scahalane@readingcoop.com

Legal Name of Organization

Name of Executive Director

Name of Applicant and Title

Street Address

City State ZIP

Email

Phone Number

Fax Number

Tax Free Number

State your organization's mission:

Text box for organization's mission

List the proposal's target population, constituents and geographic communities:

Text box for target population and communities

What portion or percentage of the target area's demographic is of low to moderate income?

Text box for demographic percentage

About the Organization

Total Number of Board Members

Total Number of Full Time Staff

Total Number of Part Time Staff

Total Number of Volunteers

Annual Budget \$

Total Amount Requested \$

Project or Capital Budget \$

IRS 501 (c)(3) Non-profit? Yes No

RCB Customer? Yes No

Do you agree to write a project press release for RCB approval and use? Yes No

List any previous support from Reading Cooperative Bank or Reading Cooperative Charitable Foundation in the last five years, and use of those funds.

Text box for previous support

Please identify which category our donation to you would fall under, and please explain why you think so.

- Checkboxes for categories: Fighting poverty, Health and human services, Elder services, Family Programs, Public school education initiatives, Financial education, Kids sports programs, Music and arts, College scholarships, Environmental issues

Other: Text box for other category

Is your organization willing to add a link from your website to Reading Cooperative Bank's website readingcoop.com? If so, please list your website here:

Text box for website link



Signature

Date