

**MERIDIAN CHARITABLE FOUNDATION, INC.  
C/o EAST BOSTON SAVINGS BANK  
67 PROSPECT STREET  
PEABODY, MA 01960-1604  
TELEPHONE: 978-977-2201**

**Round two for the 2009 application process for grants  
Must be filed by November 13, 2009.**

**2009 Award Application Information**

**Eligibility Requirements:**

1. Any organization applying to the Meridian Charitable Foundation must be a Massachusetts charitable entity. The Directors of the Foundation will focus their giving to organizations serving the residents of the East Boston, Everett, Lynn, Lynnfield, Melrose, Peabody, Revere, Saugus, Wakefield, Winthrop and other North Shore areas if funds are available.
2. An organization must have been determined tax-exempt under Section 501(c)(3) of the Internal Revenue Code and received a permanent or advance IRS Determination letter that describes the grantee as a publicly supported charity as defined in Sections 170(b)(1)(A)(6) or (a)(2).
3. No grants are awarded to individuals.
4. Applications will be considered for specific additional programs and not to be part of operating income.
5. The Directors of the Foundation will not consider a proposal from an organization previously funded in which the project or program for which the funds were granted has not been completed and a full report of the expenditures submitted.
6. The Directors of the Foundation will not consider more than one application from an agency in the same calendar year, except for summer youth programs.
7. No grants will be made to national organizations or “annual giving campaigns”.
8. No grants will be made to city, town, state or federal agencies.
9. Grants will be made to a 501(c)(3) organization for benefit of another organization awaiting its own tax-exempt status.
10. The minimum request should be \$1,000.00. The maximum request should be \$5,000.00. These limits will allow the Foundation to serve as many groups as possible. Limits may change from year to year.

## **Application Procedures:**

1. A notice will be published in local newspapers. The applicant is responsible for adhering to the deadline set forth in the published public notice. Year 2009 round two applications must be received no later than November 13, 2009.
2. Completed applications should be mailed to the Foundation at the address indicated above. Hand-delivered applications should be made between the hours of 9:00 A.M. and 4:00 P.M. at the Executive Offices of the East Boston Savings Bank, at the Greeter's Desk located in the front of the Peabody Branch. The application will be considered by the Foundation automatically. No personal interviews will be entertained unless requested by a majority of the Directors of the Foundation.
3. The body of the proposal should be no more than a few pages plus appendices (if needed). A one-page cover letter, summarizing the proposal with a request for a specific grant amount should also be included.
4. A proposal will not be considered if the following information is missing or has not been previously supplied:
  - Copy of IRS Determination Letter
  - Certificate of Incorporation or printout from Commonwealth of Mass, Secretary of Corporations Division website  
<http://corp.sec.state.ma.us/corp/corpsearch/corpsearchinput.asp>
  - Names of Officers, Directors or Trustees of the organization to include relevant background, affiliations, and town/city of residence
  - Year-End financial statement for your current fiscal year and/or interim financials as deemed appropriate
5. The Proposal Summary should include:
  - Date
  - Legal name of organization, address, and name of executive officer
  - IRS 501(c)(3) nonprofit: yes no
  - If not an IRS 501(c)(3) non profit, identify your fiscal agent and attach the written agreement from fiscal agent
  - Contact person and title if different from executive officer
  - Telephone and Fax numbers (with area codes)
  - Amount requested
  - Type of request
  - Summarize the organization's mission
  - List of the proposal's target population, constituents and geographic communities
  - Total annual organizational budget (\$)
  - Fiscal year-end
  - Project budget (\$)
  - The period this grant will cover (from/to dates)
  - List of any previous support from Meridian Charitable Foundation or from The East Boston Savings Bank in the last five (5) years

6. The Proposal Narrative should include:
  - Brief summary of the organization's history, goals, and key achievements
  - Overview of organizational structure and size, such as board, staff, volunteer involvement
  - Description of organization's constituents (i.e. total number and breakdown by age, gender, race/ethnicity, income levels, disabilities, geography, and language spoken)

Please provide the following information about your organization's overall programs and activities. If you are requesting project or capital support, please provide the following information for that specific project or capital request.

- Description of the specific request, including goals and objectives
  - Community or regional needs and/or challenges that this effort will address
  - Community or regional opportunities, strengths, and/or assets this effort will draw upon
  - Specific activities and timetable for meeting your stated objectives
  - Identify those organizations, if any, with which you collaborate and other resources which address the issue(s) in the proposal
7. Proposal Budget/Budget Narrative: Provide the total board approved organizational budget for the fiscal year(s) for which you are requesting support. If you are requesting project or capital support, provide the total board approved organizational budget AND the project or capital budget for the fiscal year(s) for which you are requesting support.
    - 2 pages maximum
    - Time period budget covers
  8. Proposal package should be submitted limiting staples, brads, or report covers and on single-sided pages if possible. If brochures or pamphlets are provided for consideration, we must receive 10 copies of each.
  9. The decision of the Directors of the Foundation will be made public within 60-90 days after the published cut-off date. The individual applicants will be notified by mail within this same timeframe.
  - 10 Application information is also available on the Internet @ <http://www.ebsb.com>.