

HOW TO APPLY GUIDE

GUIDELINES TO APPLY FOR A GRANT or DONATION FROM EASTERN BANK FOUNDATION

Eastern Bank Foundation (EBF) is committed to helping our neighbors and communities prosper. Each year, we invest over \$13 million to more than 1,000 local organizations providing vital services across Eastern Massachusetts, Southern New Hampshire, and Rhode Island. The following pages provide extensive details on how to apply for a grant or donation from us. We offer this document to help in answering the frequently asked questions encountered while completing an application.

If you have additional questions or suggestions, please reach out to us at foundation@easternbank.com. We would be happy to assist you.

EBF provides four types of donation/grant opportunities:

Community Donation: Supports not-for-profit organizations (with IRS 501(c)(3) designation) across a wide variety of community needs and includes program support and/or event sponsorship. Donation sizes generally range from \$100 to \$10,000. The average donation size is approximately \$3,000 to \$4,000.

Neighborhood Donation: Supports an organization for its charitable purpose even if the organization is **not** a 501(c)(3) public charity, as recognized by the IRS. This support can include program support and/or event sponsorship. Donation sizes generally range from \$100 to \$1,000.

Impact Grant: Supports 501(c)(3) not-for-profit organizations that support individuals and families with Low to Moderate Income (LMI) and have a direct and substantial connection to driving positive change in one of EBF's five Impact Areas:

- Advancing equity in the small business ecosystem
- Enriching early childhood development
- Providing safe and affordable housing
- Promoting workforce development that equips residents with skills they need to obtain family-sustaining wages
- Innovating in Economic Inclusion and Mobility

*Note: Our work in promoting workforce development is aimed at adults who are challenged by barriers to employment or advancement in employment, such as ESOL, ABE, technology, or certifications, etc. Our focus is not on initiatives aimed at people in grades K-16.

Impact Grant sizes generally range from \$50,000 to \$100,000, and sometimes more. Unlike the other grant types, Impact Grants have a two-step process.

Step 1: Requests for Impact Grants begin with submission of a Letter of Inquiry through our online portal.

Step 2: If determined to be in line with our funding priorities, your organization may be invited to complete an Impact Grant Application for further consideration.

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CITC Grant: To be eligible for consideration in this program, your organization must be a community development corporation, be registered to participate, and have received an allocation for CITC credits. You will need to include your Community Investment Plan (CIP) Executive Summary as required by the MACDC with your application. We will consider applications up to \$15,000 for the CITC program, but the vast majority of the awards are \$10,000 or less.

With the exception of the *Neighborhood Donations* grant category, Private Foundations and 501(c)(3) organizations with IRS sub-designation of 509(a)(3) are not eligible for donations or grants from the Eastern Bank Foundation.

We invite applicants to submit a request at any time. They will be reviewed on a rolling basis throughout the year. You can expect a decision from us within 60 days of your submitted application for Community Donations, Neighborhood Donations, and CITC Grants. *If a print ad request is included as part of your request, please be sure to submit your application at least 60 days ahead of your earliest print deadline.* For Impact Grants, you can generally expect a decision from us within 90 days of your final application.

Should you have questions on the application process or the appropriate category for your request, please do not hesitate to contact us at foundation@easternbank.com.

Required Application Details:

Basic Information

Provide your Federal Tax ID, key contact information, and nondiscrimination certification.

- **Federal Tax ID:** Provide the organization's Federal Tax Identification Number.
- **Key Contact Information:** Provide the organization's key contact information, usually the Executive Director or Development Officer.
- **Organization or Contact Information Change:** Please review the organization's address and primary contact listed on the account. If the organization or primary contact information has changed, use the space provided to update us.
- **Non-discrimination Policy:** In accepting a donation from EBF, this non-discrimination policy extends to each applicant in the admission, participation in, or receipt of services and/or benefits under any of its programs and activities, whether carried out by the applicant directly or through a third party, contracted or otherwise, through which the organization performs its services.
- **Is the organization an Eastern Bank or Eastern Insurance customer?** Being a customer will not affect the committee's decision, but it does help us get supporting information from an Eastern colleague who knows about your organization.
- **Eastern Contact:** Provide the name(s) of colleague(s) currently at Eastern (employee, member of our governance, or customer), who is very familiar with your organization. This person can help provide the grant committee with additional information.
- **Eastern Involvement:** Provide us with additional information if an Eastern employee is involved on your board or volunteers with your organization.

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Fiscal & Financial Information

Share the most current financial information available, including any fiscal arrangements, your organization's IRS determination letter, and information about budget, expenses & assets.

- **Letter of Determination:** All 501(c)(3) organizations have a Determination Letter from the IRS confirming their authorization as a 501(c)(3) not-for-profit entity. You will be asked to upload a copy of your Determination Letter. If your organization has a Fiscal Agent, upload the letter that names the Fiscal Agent.
- **Group Exemption:** A ruling or determination issued under section 501(c)(3) to a central organization recognizing a group of closely coordinated subordinate chapters, locals, posts, or units. If your organization participates in a Group Exemption, you will be asked to upload a Group Exemption letter.
- **Fiscal Agent:** A nonprofit, tax-exempt organization that acts as a sponsor for a project or group that is performing charitable activities but does not have its own tax-exempt status. If you have a Fiscal Agent, you will be asked to upload the Fiscal Agent's Federal Tax ID Number and a letter of agreement between both parties. This agreement must be signed by both the fiscal agent and the beneficiary organization. Donations or contributions are made to the Fiscal Agent, which is responsible for managing the funds.
- **Organization Budget:** If requested, provide the annual overall organization budget amount for the current year. You may be asked to you upload a line-item Revenue and Expenses budgets.
- **Organization Assets:** If requested, provide a sheet listing the organization's assets. An example would be a copy of your organization's balance sheet.

Organization Description

Provide a brief history of your organization, your mission statement, and your primary focus.

- **History:** Provide a brief description of the history of your organization.
- **Mission Statement:** Provide a brief description of the mission of your organization.
- **Board List:** Upload a list of all current Board Members and indicate the Chair.
- **Organization Primary Focus:** You are provided a list of categories to choose from to specify your organization's primary area of focus. The options provided are intentionally broad. We ask that you try your best to select from one of the choices provided. **Only pick "Other" if your organization absolutely does not fit within the areas provided.**
- **Organization Primary Focus, Other:** A blank space is provided on the application for this selection. This space should **only** be used if you have reviewed the list provided and selected "Other." **Do not use this space to make additional comments.**
- **Organization Primary Audience:** You are provided a list of categories to choose the option that best describes your organization's primary audience. The options provided are intentionally broad, so your organization's specifics may not map entirely with the entries on our list. "None of the Above" should only be used in rare circumstances where none of the categories apply at all.

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- **Organization Primary Population Served by Race:** Choose the option that BEST describes your organization’s primary population served by race. This describes the population of the greatest number served in a ‘typical’ year.
- **Organization Secondary Population Served by Race:** Choose the NEXT HIGHEST VOLUME for secondary population by race that BEST describes who your organization is primarily serving. This describes the population of the greatest number served in a ‘typical’ year with greatest frequency.
- **Organization Population Served by Age Group:** Choose the option that BEST describes your organization’s primary population served by age group. This describes the population of the greatest number served in a ‘typical’ year with greatest frequency.
- **Organization Population Served by Gender:** Choose the option that BEST describes your organization’s primary population served by gender. This describes the population of the greatest number served in a ‘typical’ year with greatest frequency.

“N/A” should only be used in rare circumstances where none of the categories apply at all. For example, use N/A if the primary population you serve is animals/wildlife or the environment. Choosing N/A may result in your application being returned. If you have a question, please contact us at foundation@easternbank.com.

Board and Staff Diversity

To enhance our understanding of how EBF donations support our varied communities within Eastern’s region, we are requesting information on the demographics of the populations you are serving, as well as the composition of your board and staff. Help us go beyond what is [publicly available](#) to ensure we are accurately reflecting your work. The data collected will serve multiple purposes: to help us understand how our donations reflect and affect our communities, to equip our staff with critical data to better serve the needs of our communities, and to track our progress for our Board, applicant, and communities.

- **Board Gender:** Provide the # of Female, Male, and Other
- **Board Race:** Provide the # of Black, Latine/LatinX, 2+ Races, White, and Other
 - The total for Gender and Race should equal.
- **Board LGBTQ:** Let us know by answering Yes or No
- **Most Senior Leader Gender, LGBTQ, and Race:** The Most Senior Leader should be the person with the highest role within your organization.
- **Staff Gender:** Provide the # of Female, Male, and Other
- **Staff Race:** Provide the # of Black, Latine/LatinX, 2+ Races, White, and Other
 - The total for Gender and Race should equal.
- **Staff LGBTQ:** Let us know by answering Yes or No

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Volunteer and Board Opportunities: Let us know by answering Yes or No if your organization offers any volunteer opportunities or has current board opportunities that may be filled by an Eastern employee.

These answers are required to complete the application; however, we understand that not all the information we are requesting is collected or disclosed. Please do not make assumptions but provide what #'s and answers are available.

Request Information

In this section, please provide us with specific information about your REQUEST and the population you will serve.

- **Describe Request:** Provide a brief summary of the request in one sentence or phrase.
Example: Homelessness Prevention Program, After-school Mentoring Program, Walk-a-thon, 14th Annual Golf Tournament, 2nd Annual Awards Luncheon
- **Request:** Provide a more detailed and clear description of your request in a few short paragraphs.
- **Amount Request:** Donation sizes generally range from \$100 to \$10,000 for the vast majority of our grants. The average donation size ranges between \$3,000 and \$4,000. Impact Grants are usually between \$50,000-\$100,000 and can be larger.
- **Eastern Grant Type:** Select whether this request is for program support or an event sponsorship.
- **Geographic Area:** Select from the list provided the region that is most relevant to this donation.
- **Geographic Impact:** Provide a list of communities that would be impacted by this donation.
Example: Brockton, Lynn, Salem, Peabody, Southern NH
- **Gateway City:** Complete this section if this donation would serve a Gateway City and indicate what city(ies). Gateway Cities include: Barnstable, Brockton, Chelsea, Everett, Haverhill, Lawrence, Lowell, Lynn, Malden, Methuen, Peabody, Quincy, Revere, Salem, Taunton, and Worcester, MA, as well as Providence, RI, and Manchester, Nashua, and Portsmouth, NH.
- **Impact:** Provide the # of people that would be directly impacted by this donation.
- **Request Primary Focus:** Choose from the list of categories provided to specify your request's primary area of focus. The options provided are intentionally broad. We ask that you try your best to select from one of the choices provided. **Only pick "Other" if your organization absolutely does not fit within the areas provided.**
- **Request Primary Focus, Other:** A blank space is provided on the application. This space should **only** be used if you have reviewed the list provided and selected "Other." **Do not use this space to make additional comments.**
- **Request Primary Audience:** You are provided a list of categories to choose from about your request's primary audience. The options provided are intentionally broad, so your organization's specifics may not map entirely with the entries on our list. "None of the Above" should only be used in rare circumstances where none of the categories apply at all.

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- **Request Primary Population Served by Race:** Choose the option that BEST describes your organization's primary population served by race. This describes the population of the greatest number served in a 'typical' year with greatest frequency.
- **Request Secondary Population Served by Race:** Choose the NEXT HIGHEST VOLUME for secondary population by race that BEST describes who will be primarily served by this request. This describes the population of the greatest number served in a 'typical' year with greatest frequency.
- **Request Population Served by Age Group:** Choose the primary population by age group that BEST describes who will be primarily served by this request. This describes the population of the greatest number served in a 'typical' year with greatest frequency.
- **Request Population Served by Gender:** Choose the primary population served by gender that BEST describes who will be primarily served by this request. This describes the population of the greatest number served in a 'typical' year with greatest frequency.

“N/A” should only be used in rare circumstances where none of the categories apply at all. For example, use N/A if the primary population you serve is animals/wildlife or the environment. Choosing N/A may result in your application being returned. If you have a question, please contact us at foundation@easternbank.com.

- **Low to Moderate Income (LMI) Population:** The Community Reinvestment Act (CRA) was created to encourage activities in all parts of a community where a bank operates, including supporting LMI neighborhoods. Low- and Moderate-Income describes the income level of the residents of a specific area in relation to the Area Median Income. If the income earned by an individual or family is less than 80% of the Area Median Income, Eastern Bank Foundation considers them to be Low to Moderate Income.
- **Event Sponsorship:** If this request is for an event (e.g., Gala, Dinner, Luncheon, Breakfast, etc.), please be sure to apply at least 60 days ahead of the event. Failure to do so may result in your request being delayed or denied. If the timing of your request has a tight deadline, please contact our Foundation Operations team at foundation@easternbank.com so that we can assist.

You will be asked to provide the following information as it relates to your event:

Name of Event
Date of Event
Time
Location
Honoree(s)
Are any of the honorees related to Eastern?
Number of Eastern Bank Attendees
Sponsorship Package
Ad Information
Ad Specification
Due Date for Ad



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- **W9:** For payment processing, we need a completed and signed W-9 Form from your organization. The W-9 should be signed and dated. We cannot process a payment without this information. The name on the W9 should match the organization submitting the request for funding.

Should you have questions on the application process or the appropriate category for your request, please do not hesitate to contact us at foundation@easternbank.com.

Click here to apply <https://www.grantinterface.com/Home/Logon?urlkey=Eastern>