

**PLEASE INCLUDE THE FOLLOWING INFORMATION
WITH YOUR GRANT APPLICATION:**

1. A copy of the IRS Tax Exempt Status under 501(c)(3) or 501(c)(1) of the Internal Revenue Code.

2. The most recent year-end financial statements for the organization and current fiscal budget.

3. A written request on the organization's letterhead including the following information:

General

- Date the organization's Board approved the project and/or amount of money requested.
- Describe the organization, its purpose and governing structure (explain if other organizations are involved with this project).

Proposed Program or Project

- Describe the program or project that requires funding by answering the following:
 1. Why is the funding needed?
 2. Who will be served and how will they benefit?
 3. How will the community benefit?
- Describe the steps to implement this project including person responsible for the project and projected timeframe for implementation.
- Describe how the success of the project will be measured and evaluated.
- If Grant Funds are for general, unrestricted use, please state.

Budget Information

If applicable to the Grant Application:

- Itemize the expenses to be funded by this request.
- Indicate the entire budget including amount requested.
- Source of cost estimates/funding need—bids solicited or comparison prices (if applicable).
- Other sources of funding for this project.
- Financing method to sustain this program/project (if applicable).

4. A completed Grant Application (see page 2).



MELROSE BANK FOUNDATION
638 Main Street, Melrose, MA 02176

GRANT APPLICATION

Date of Application _____

Grant Applicant's Organization Name _____

Address _____

ORGANIZATION REPRESENTATIVES

Executive Director _____ Contact Person _____

Telephone _____ Telephone _____

Email _____ Email _____

TYPE AND AMOUNT OF REQUEST

Project Title / Organization Request _____

Amount Requested _____ Total Project Budget _____

Proposed Date _____ Proposed Venue _____

Area of Support (*check category*):

- Education and Youth Programs
- General Community
- Health and Human Services
- Affordable Housing

Summarize the proposed project/request for funding:



MELROSE BANK FOUNDATION
638 Main Street, Melrose, MA 02176

How does this project benefit the Melrose Community and/or support the mission of the foundation?

Are other sources being approached for additional funding? How else are you securing funds?

Any additional project information. *Please note, receipts and/or documentation may be requested prior to reimbursement of funds.*

Please send the completed Grant Application
and other required information to this address:

Melrose Bank Foundation
638 Main Street, Melrose, MA 02176