

Machias Savings Bank

2010 Community Development Grant

Introduction:

Machias Savings Bank is excited to announce that we will once again offer our annual Community Development Grant award in the amount of \$25,000. This money will be awarded to deserving projects located and serving in Machias Savings Bank's primary lending area as defined in its CRA Public Folder. Its primary lending area shall always, at a minimum, include all areas where branches of Machias Savings Bank are located. Grant funds may be awarded to one or more deserving applicants.

Machias Savings Bank's goal is to fund projects that result in a satisfactory level of Community Development. Ideally, grant funds will be leveraged to maximize the impact of the grant project. Machias Savings Bank will score all applications based on the included scoring template.

Among the most favorable anticipated results are: Job Retention/Creation, Community Revitalization, Affordable Housing, and services that Benefit Low-to-Moderate Income Individuals and/or Families.

Application Deadline

Application must be received by **6 PM on September 3rd 2010**.
Late applications will **not** be considered.

Mailing Address for Submitting Grants

Submit the original application and one stapled copy of the complete application to:

Machias Savings Bank
Attn: CRA Officer
4 Center Street
P.O. Box 318
Machias, ME 04654-0318

OR:

Applications may be hand delivered to any one of Machias Savings Bank's conveniently located branches. *If you drop off an application at a branch, please be sure to clearly mark the application packet- Attention: CRA Officer.

Selection Criteria

The applicant must demonstrate the ability to carry out and achieve the goals cited in the grant application. The applicant must demonstrate the following:

Organization(s) must demonstrate a reasonable level of financial stability and not be experiencing any overwhelming threats to survival (i.e. major financial crises, major leadership turnover or significant understaffing.)

- Evidence of effective program implementation and potential for a major increase in impact.
- Experienced leadership on both staff and board of directors.
- Potential to attract other funds during and after the grant period.

The following requests will not be considered:

- Direct support for individuals including but not limited to: medical care, education, competitions or athletic sponsorships
- Graduation parties or events
- Travel, sponsorship or funding for student or athletic groups
- Film or video productions, book or publishing projects
- Organizations whose policies encourage discrimination
- Academic research, fellowships, or publication
- Construction or improvement of playgrounds or skate parks
- Any project that does not meet Machias Savings Bank's definition of Community Development
- Any projects or organizations deemed controversial by Machias Savings Bank

Grant Funds may not be used for:

Bad Debts	Bonuses
Commissions	Contingencies
Contributions and Donations	Entertainment
Recognition Events and Items	Fines and Penalties
Incorporation Costs	Lobbying
Social Activities	Fundraising
Costs incurred prior to the start of the grant	

Application Requirements for all Applicants

Application items are to be placed in the following order:

1. Applicant Information Sheet
2. Project Narrative (2 - 4 pages)
3. Goals Sheet/Strategic Plan
4. Financials/Grant Budget (see score sheet #4)
5. Letters of Support
6. 501 (c) 3 status letter (if applicable, please attach)

Grant Scoring

Each application will be scored according to the following point system.

Application Scoring System

- | | |
|--|-----------|
| 1. Application Information | 10 points |
| 2. Project Narrative | 15 points |
| a. Community Served | |
| b. Grant Impact | |
| i. General Organization Description | |
| ii. Mission, Purpose, & Quality | |
| iii. Planning, Evaluation, & Date | |
| iv. Organizational Capacity and Sustainability | |
| 3. Goals/Strategic Plan | 10 points |
| 4. Financials/Grant Budget | 10 points |
| a. Narrative | |
| b. Sources and Uses of money as it directly relates to project. | |
| c. Current Operating Budget | |
| d. Prior Financials (2 years of Balance sheet and / or Tax Return) | |
| 5. Letters of Support | 5 points |
| 6. Number of Jobs Created | 15 points |
| 7. Number of Low-to-Moderate Income Individuals Served | 15 points |
| 8. Ability to Leverage Funds to Increase Scope of Grant | 15 points |
| 9. Years Organization has been in Existence | 5 points |

Application Instructions

1. Application Information Sheet

This information sheet provides reviewers with quick identifying facts about the organization and the community being served. Complete and accurate information substantiated in the project narrative section provides the reviewer with a realistic impression of your program.

2. Project Narrative

Please attach a narrative no longer than four pages with brief responses to the following.

- a.) Describe the history of the organization and its current programs and services.
- b.) Describe your project and its significance.
- c.) How will your project use existing community resources (local expertise, leadership, and traditions) to strengthen the community's ability to meet future challenges?
- d.) If your project is ongoing, what are your plans to secure funding in the future? If the project is a one-time event, how will the project have a lasting impact on the organization or the community?
- e.) What do you hope to achieve over the long term? (Goals)
- f.) What will be different as a result of this project? (Objectives)
- g.) How will you execute the project? Please describe one or two strategies you will use to implement your project.
- h.) What tools will you use to help you collect the information needed to measure your success?
(Evaluation Methods)
- i.) Respond to at least one of the following questions:
 - How will your project use collaborative relationships to plan, advance, and evaluate the project?
 - How will your project include the people who will benefit from the project in its planning, implementation, and evaluation?
 - How will your project develop and strengthen local leadership?

3. Goals Sheet/Strategic Plan

This information provides reviewers with the intended goals of the grant and explains how you expect to reach those goals. The goals and the activities of the grant should support those goals outlined in the grant narrative. The strategic plan should outline how you intend to reach those goals.

4. Financials/Grant Budget

This section should provide enough detail to explain what the expense entails, how the total expense was calculated and how you intend on staying within budget. The Budget Summary should show a numerical breakdown of the use of funds. The Current Budget should explain income/expense for the current operating year. In addition, prior income/expense statements for the past two years will be required. This could be in the form of tax returns and/or Profit & Loss statements.

5. Letters of Support

Please include at least three letters of support from key volunteers, local officials, other organizations, or individuals who will play a role in carrying out the project.

6. Number of Jobs Retained/Created

Outline the number of jobs you intend to create or retain through your project and explain whether these jobs will result in temporary or permanent employment. This can be included in your narrative.

7. Number of Low-to-Moderate Income Individuals Served

Describe the number of Low-to-Moderate Income individuals/families served through your project and how the grant monies will impact them. This can be included in your narrative.

8. Application Completeness

Have you included everything that has been requested? Double check!

9. Ability to Leverage Funds to increase the scope of the Grant

An organization's ability to use granted money as leverage to receive other funds is preferred. Please explain if you intend on using this money to leverage funds or if you have already received funding from another organization and are looking to increase the scope of your project. Please include this in your project narrative.

10. Years Organization has been in Existence

Organizations that have been in existence for more than 3 years will be considered more favorably. If your organization has been in existence for less than 3 years, you are still eligible to receive funds.

Disbursement of Funds

The CRA committee will decide who the recipient(s) of the 2010 MSB Community Development Grant will be on or before September 22nd.

The recipient(s) will be notified by telephone and arrangements will be made for the presentation of funds. In addition, a public notice may be released announcing the grantee(s). Applicants not selected for receipt of the grant will be notified via mail.

If your organization receives a grant award, a signed contract delineating the responsibilities of your organization and Machias Savings Bank will be required.

Machias Savings Bank
2010 Grant Application Cover Sheet

Name of Your Organization: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Years at address: _____

Contact telephone: _____ Fax: _____

Alternate contact number (if applicable): _____

Website: _____ E-mail: _____

Project Contact Person: _____ Title: _____

Community(s) Served: _____

Number of Low-to-Moderate Income Individuals Served: _____

Number of Jobs Being Created/Retained: _____

Do you have other funds being leveraged to increase the scope of this grant?

If so, How Much?: _____ From Who? _____

Are you incorporated? _____ In what state? _____ In what year? _____

Do you have 501(c)3 Status? _____ (if so please attach)

Amount Being Requested: _____

Brief Project Description: