



Bank of Greene Charitable Foundation

Guidelines for Grant Requests

Bank of Greene Charitable Foundation makes annual grants to help non-profit organizations support the community through the acquisition or expansion of facilities, purchase of supplies/equipment, and development or expansion of new and existing programs. Requests for donations up to \$2,500 should be directed to The Bank's Charitable Foundation, and requests for funding should be submitted between December 1 and January 15.

The Directors of the Foundation will review all applications. Incomplete applications will not be considered for funding. The Foundation will endeavor to process all complete applications within 90 days following the close of the application period.

As stated in its operating procedures, the Foundation does not support the following: Individuals, candidates for political office, religious purposes, seminars or conferences, endowments, or activities that would benefit Bank of Greene or its affiliates.

How to Apply for a Grant

To streamline the grant application process, The Bank has adopted the following guidelines:

1. Submit a cover letter on the requesting organization's letterhead detailing the amount requested, the purpose of the grant, the Tax ID or EIN of the organization, and the name, address, email address, and phone number of the organization's contact person.
2. Include a copy of the organization's IRS determination letter of tax-exempt charitable status under section 501(c)3.
3. Give a brief description of the organization's purpose, history, and financial summary.
4. Include a list of the organization's current officers and directors.
5. Include a list of other organizations and foundations currently supporting the organization and significant funding sources.
6. Submit the application to:
Bank of Greene Charitable Foundation
P.O. Box 470
(302 Main Street)
Catskill, NY 12414
(518) 943-2600