

**BAY STATE SAVINGS CHARITABLE FOUNDATION**  
**2020 Guidelines for Charitable Contributions/Grant Applications**

**ELIGIBILITY**

The Bay State Savings Charitable Foundation provides charitable contributions to organizations and worthy programs that enhance the quality of life in our delineated communities. The Foundation will support:

Health and Human Services  
Community Development and Housing  
Education

The Bay State Savings Charitable Foundation provides support only to non-for-profit, tax-exempt organizations as defined by Section 501 ( c)(3) of the Internal Revenue Service Code.

The Foundation will not support:

Individuals  
Political Organizations/Candidates  
Religious Institutions  
Fraternal Organizations  
Employment Unions  
Fully Tax Supported Entities (schools, libraries, etc.)

**FUNDING SIZE**

Funding requests ranging in size from **\$1,000 to \$2,000** will be considered. The Foundation discourages repeat requests for funding of the same programs/projects as well as requests submitted in consecutive years by the same organization. The Foundation is open to receiving requests from the same organization as long as there is a lapse of one year in submission, i.e., a request submitted in 2018; not submitted in 2019; eligible for submission in 2020.

**APPLICATION**

The Board of Directors considers funding proposals at their meetings which are held on a schedule determined annually (in 2020 the Foundation will hold meetings in April and October). Deadlines for submission of completed applications are the 15<sup>th</sup> day of the month prior to the meeting. Applications submitted after the stated deadline will not be considered. Incomplete applications will not be considered. **Applications more than 4 pages plus requested documentation will not be considered.** Please do not send any documentation that is not specifically requested. Notification of awards will be made by mail within 30 days of the respective Board meeting.

**APPLICATION PROCEDURE**

The Application for Funding form with 8 copies must be completed in its entirety and submitted along with the required attachments. Incomplete applications will not be considered until all required information is received. Applications and questions should be addressed to:

Diane Giampa  
Bay State Savings Charitable Foundation  
28 Franklin Street  
Worcester, MA 01608  
1-800-244-8161; 508-890-9000

(PLEASE NOTE: Bay State Savings Charitable Foundation does not accept electronic submission (i.e., FAX or e-mail) of applications.)