



Donation or Sponsorship Request Guidelines and Criteria

Since 1907 Claremont Savings Bank has been committed to serving the needs in the communities where we live and do business. As a local institution, we aren't just bankers. We're neighbors. You'll find us next to you at local events, volunteering for important causes and helping to grow our community.

Please review the following guidelines for giving. If your organization qualifies, please complete and submit the request form.

General Guidelines:

The requesting organization or program should assist our local communities and benefit people living within the counties we serve.

- All donation requests should be made at least 30 days before funds are needed.
- All donation requests must be submitted on the Request Form, available at www.claremontsavings.com or any branch location. Form to be completed in its entirety.

Giving Opportunities:

- Monetary Donation or Sponsorship. See General Guidelines.
- In-Kind Donations of promotional items. See General Guidelines.
- Volunteers. In addition to supporting our local organizations financially, we believe that in order to make a community really shine, it takes people volunteering to help. If your organization needs a little help, let us know.

Criteria:

It is Claremont Savings Bank's practice to support non-profit groups as a whole rather than donations for individual requests, for profit businesses, government agencies, travel support, political organizations, campaign causes or candidates, or for lobbying or religious purposes.

While donations to individuals do not qualify, Claremont Savings Bank may instead elect to contribute directly to the organization.

How to Apply:

To apply for support from Claremont Savings Bank, please complete the Donation or Sponsorship Request Form and submit in person, by mail, by email, to any branch location or mail to:

Claremont Savings Bank
Attn: Marketing
PO Box 1600
Claremont, NH 03743

Marketing@claremontsavings.com

Donation or Sponsorship Request Form

CONTACT INFORMATION

Organization / Event name			Date of application	
Federal Tax ID # *Please provide a copy of your W-9 with this application.				
Primary contact		Phone number		Email address
Mailing address		City	State	Zip
Street address		City	State	Zip
Organization website		Facebook URL		Link to Mission Statement

REQUEST INFORMATION

Amount or item requested

Event date, time and location (if applicable)

Preferred CSB location to pick up items (if applicable)

Will the donation primarily benefit low to moderate income (LMI) individuals/families as defined by the Department of Housing and Urban Development? (annual income of \$57,140.00 or under for NH, \$51,120 or under for VT). If yes, attach supporting documentation which may include the following:

- Copy of mission statement
- Data showing percentage of LMI families served
- Signed letter from organization stating that LMI families are primary individuals served

DOES THE PRIMARY PURPOSE OF THE DONATION/SPONSORSHIP MEET ONE OF THE FOLLOWING CRITERIA? (Please check all areas that apply)

Community Service, choose best answer below:

Affordable Housing

Promote Economic Development

*supports permanent job creation, retention and/or improvement for persons who are currently low to moderate income.

Submit form to:

Claremont Savings Bank
Attn: Marketing
PO Box 1600
Claremont, NH 03743

Marketing@claremontsavings.com

Please provide the following descriptions. Attach additional pages if needed.

DESCRIPTION OF ORGANIZATION (MISSION OF THE ORGANIZATION AND WHO DO YOU SERVE)

DESCRIPTION OF HOW YOUR REQUEST WILL BE USED. (PURPOSE FOR USE OF FUNDS)

DESCRIPTION OF BENEFITS, RECOGNITION OR CONSIDERATIONSTHE BANK WILL RECEIVE

OTHER

ADDITIONAL REQUIREMENTS

Please include a copy of your W-9 with your application. In addition, please attach a list of the organization’s Board of Directors as well as an annual report if applicable. If there is any additional information that would help us make a better decision regarding your request, please attach it as well. Thank you.

Thank you for your request.