

# **Citizens Bank Technical Assistance Grant 2008**

Citizens Bank is requesting proposals to support programs in Vermont that provide technical assistance in their community. Citizens Bank will be awarding grants in the amount of \$3,000 - \$8,000.

## **Program Objective**

The Citizens Bank Technical Assistance Grant is designed to assist community based non-profit organizations who provide credit services\* that enhance community development. Community Development will be defined as one of the following:

- ◆ Affordable Housing for low or moderate income individuals
- ◆ Community services to low or moderate income individuals
- ◆ Activities that promote economic development by financing businesses or farms
- ◆ Activities that revitalize or stabilize low or moderate income geographies

\* Examples of credit services would include but are not limited to homebuyer counseling programs, budget counseling or providing assistance to small businesses to obtain financing.

## **Eligibility**

Applicants for the grant must be a non-profit organization with tax exempt status under section 501(c)3 of the Internal Revenue Code. Applicants must also:

- ◆ Have as its primary purpose community development
- ◆ Provide educational services
- ◆ Be community based

## **Priority Considerations**

- ◆ Rural communities
- ◆ Low or moderate income census tracts
- ◆ Assist in providing credit services
- ◆ Directly affect the people served

## **Proposal Narrative**

1. What is the mission of your organization and how does it connect to community development as defined?
2. What are the specific needs in your area for this type of assistance? Are there other options available? Include quantitative information when possible.
3. What are the organization's goals for providing this service in your community? Be specific in terms of the impact of your services. How will you determine that these goals are met?
4. What experience does your organization have in offering this type of services? (Please include staff credentials, community partners and any past year's successes)
5. How will this service assist in solving the problems or changing conditions in your community?

## **Application Information**

- ◆ Applications should include:
  - ✓ Completed cover sheet
  - ✓ Proposal narrative
  - ✓ Financial Statement for most recent fiscal year
  - ✓ Internal Revenue exemption letter indicating 501(c)3 status
- ◆ The *deadline* for applications (postmarked) is **January 31, 2008**
- ◆ Completed applications must be submitted to:

Citizens Bank  
Community Relations Department  
148 College Street  
Burlington, VT 05401
- ◆ Announcement of grant recipients will be on or before *March 7, 2008*.

For more information, please contact Brigitte Ritchie at Citizens Bank – (802) 651-4420 or [Brigitte.Ritchie@citizensbank.com](mailto:Brigitte.Ritchie@citizensbank.com)

**Citizens Bank  
Technical Assistance Grant  
Application Cover Sheet**

Name of Organization \_\_\_\_\_

Program Name \_\_\_\_\_

Executive Director \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ County \_\_\_\_\_

Geographic Service Area \_\_\_\_\_

Describe Services Provided

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

\_\_\_\_\_

**Program Budget**

Revenue

Fees	\$ _____
Grants (committed)	\$ _____
Grants (pending)	\$ _____
Other	\$ _____
Total	\$ _____

Expenses

Staff	\$ _____
Rent	\$ _____
Equipment	\$ _____
Supplies	\$ _____
Other	\$ _____
Total	\$ _____