



## DONATION APPLICATION KIT

Northfield Savings Bank pays a community dividend instead of paying a stock dividend, as stockholder-owned banks do. We donate 10% of profits to Vermont community organizations. Simply by banking with NSB, you help make Vermont a better place to live and work. Thank you to our customers for helping make this community dividend possible.

### Community Giving Overview

Northfield Savings Bank donates over \$300,000 per year to Vermont community organizations. One half of this amount is distributed through the NSB Foundation. The other half is distributed via branch donations, Community Gifts, and an Employee Matching program. NSB also makes in-kind donations of computer and technology equipment, and supports specific scholarship and community events.

### Financial Donations

NSB donates to non-profit community organizations in many ways:

- **Branch donations:** These tend to be in the \$25 to \$250 range, and are specific to a particular branch's community. Request these from your local Community Banking Officer.
- **Community Gift donations:** These tend to be in the \$500 to \$1500 range, with a handful ranging up to \$2,000. These are distributed via a quarterly review process by the Marketing Department. Community Gift donations are intended to benefit the broader community NSB serves – Central Vermont and Chittenden County. Before you apply, please review our Community Gift Guidelines and Quarterly Review Calendar on the following page.
- **Employee Matching program:** NSB supports employees in their community service efforts by offering a 100% matching donation of up to \$1,000 per employee, per year to eligible non-profit organizations.
- **NSB Foundation grants:** Following an in-depth study of other philanthropic models around the country, and in an effort to create long-term results, the NSB Foundation utilizes a multi-year, single-issue funding focus. The NSB Foundation is not able to consider any other requests. For more information visit <https://www.nsbvt.com/about-us/nsb-foundation>.

## Guidelines and Review Calendar

As a community financial institution, Northfield Savings Bank has a responsibility to support organizations and activities contributing to the economic and social well-being of the Vermont communities it serves.

NSB's Charitable Giving Policy is designed as a guide for the selection of recipients, and to establish the breadth and scope of contributions. It also provides a framework assuring the fair and objective evaluation of funding candidates.

Northfield Savings Bank will:

1. Contribute to charitable or non-profit organizations with a 501(c)3 designation, not to individuals.
2. Contribute to Vermont-based non-profit organizations serving the needs of and benefiting people living within its service area of Central Vermont and Chittenden County.
3. Give priority to programs meeting the human service and housing needs of low to moderate income individuals, and programs supporting job development.
4. Consider the severity of need, the level of funding available from other sources and the likelihood the requested donation will help accomplish desired outcomes.

Generally, organizations and activities meeting the established criteria will fall into the following categories:

1. Health and human services
2. Education
3. Job development
4. Housing
5. Programs for at-risk youth or low to moderate income individuals and families
6. Performing arts and cultural activities
7. Environmental and preservation

NSB generally will not contribute to:

1. Multiyear capital facility or endowment campaigns
2. National charities
3. Municipalities or subdivisions thereof, such as school districts and recreation departments
4. Private schools (pre-school, primary and secondary)
5. Special interest groups such as political, labor, religious, fraternal, or veterans lobbying organizations
6. Multiple requests within the same calendar year

An annual budget approved by NSB's Board of Trustees establishes the maximum level of charitable contributions for the ensuing year. Community Banking Officers are authorized to approve increments of \$250 or less. The Marketing Department is authorized to approve requests up to \$2,000.

Northfield Savings Bank will accept written requests only. Complete applications will be reviewed on a quarterly basis. You will be notified in writing of your approval or denial according to the schedule below.

<b>Applications Received</b>	<b>Date of Review</b>	<b>Response</b>
October 1 - December 31	January 15	January 31
January 1 - March 31	April 15	April 30
April 1 - June 30	July 15	July 31
July 1 - September 30	October 15	October 31

## **In-Kind Donations**

NSB donates used computer equipment, office equipment and furniture to Vermont community organizations.

## **Other Donations - Education Scholarships and Northfield Community Events**

NSB also supports some specific educational and cultural initiatives:

- **NSB Founders Award:** Established in 1993 in honor of the Reverend Edward J. Bourns, Ph.D., 5th president of Norwich University from 1850-1865 and founder of the Northfield Savings Bank in 1867. The scholarship is awarded to a student with demonstrated financial need within the service communities of the Bank. Contact Kristin Fontaine, Norwich 485-2282.
- **NSB/NU Scholarship:** Established in 1994, the scholarship is awarded to two students who live in the service area of the Northfield Savings Bank. Contact Kristin Fontaine, Norwich 485-2282.
- **Seaver Fund:** Created in honor of former NSB President Leslie G. Seaver and his work in helping develop Northfield's community auditorium, the fund supports artistic, cultural, educational and scientific events within the Northfield community. Contact Megan Cicio at The Seaver Fund, c/o Northfield Savings Bank, 33 South Main Street, Northfield, VT 05663.

## **Application Form**

If your non-profit would like to apply for a donation from Northfield Savings Bank, please take a moment to review our guidelines and review calendar on Page 2 of this document. To apply, please complete the following two-page form and mail it to:

Northfield Savings Bank  
Attn: Donations  
PO Box 7180  
Barre, VT 05641-7180

Please be aware that due to the extremely high volume, we can only accept written requests submitted on our Application Form. Northfield Savings Bank is firmly committed to supporting Vermont non-profits to the best of our ability.

**Thank You!**



FOR OFFICE USE ONLY: Date Received: _____ Date Approved/Declined: _____ Amount Approved/Initials: _____ Letter/Email Sent: _____
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## Donation Application Form

### Tell Us About Your Organization

Organization Name: \_\_\_\_\_

Name and Title of Individual Completing Form: \_\_\_\_\_

Executive Director or Board President: \_\_\_\_\_

Address (Street/City/State/Zip): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Website Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Is the organization:

- |  |                              |  |
|--|------------------------------|--|
| A 501(c)3 organization?                | <input type="checkbox"/> Yes | <input type="checkbox"/> No (If no, NSB cannot consider request)   |
| A local chapter of a national charity? | <input type="checkbox"/> Yes | <input type="checkbox"/> No (If yes, NSB may not consider request) |
| A customer of NSB?                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No  |

Mission Statement of the Organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Organization's Activities Focus On:

- Healthcare and human service programs
- Education
- Job development
- Housing
- Programs for at-risk youth or low to moderate income individuals or families
- Performing arts or cultural activities
- Environmental or preservation programs
- Other \_\_\_\_\_

#### Geographic Region(s) Served:

- Chittenden County
- Lamoille County
- Orange County
- Washington County
- Windsor County
- Statewide (Vermont)
- Outside Vermont: \_\_\_\_\_

Does your organization (or the specific program/event for which funding is being requested) offer services directed to low- and moderate-income individuals, families, or geographies?

- Yes, the mission of the **organization** is to serve low- and moderate-income individuals, families and/or geographies.
- Yes, the purpose of the **program/event** is to serve low- and moderate-income individuals, families and/or geographies.
- No

If you answered YES to the above question, please answer this question. If you answered NO, skip this question.

- a) What % of people served are in the low- to moderate-income bracket? \_\_\_\_\_%
- b) We never want to compromise the privacy of those being served, but please describe how you determine your response to question 1. a).

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List any Northfield Savings Bank employees who volunteer for the organization:

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**Tell Us About The Requested Donation**

Name and brief description of the program or project for which you are requesting funding:

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Amount of Request: \_\_\_\_\_ Number of People Served: \_\_\_\_\_ Age Group (youth, seniors, etc.) Served: \_\_\_\_\_

List other organizations with which you are collaborating on this program or project: \_\_\_\_\_

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How will your organization measure success for this program or project? \_\_\_\_\_

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How else can we at NSB get involved? \_\_\_\_\_

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How will NSB be recognized for this donation?

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Key Dates (IMPORTANT: please review our application calendar and be sure your dates fit within the review period outlined.):

Date of event/program: \_\_\_\_\_

Date by which funds need to be received: \_\_\_\_\_

Date by which artwork, logo or banner needs to be received: \_\_\_\_\_

**Your application will not be considered without the following items:**

- Copy of 501(c)3 classification from IRS
- List of Board of Directors or Trustees
- ***Please do not include marketing materials***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return completed application to:**

Mail: Northfield Savings Bank  
Attn: Donations  
PO Box 7180  
Barre, VT 05641-7180

Email: Donations@nsbvt.com