

Giving Guidelines

Q & A



What are our giving priorities?

Donations & grants are made to qualified 501c3 organizations. Other organizations may be eligible for sponsorships. Awards are generally limited to service areas of Machias Savings Bank.

When deciding on donations, we look for partnerships to help improve the lives of our community members. Priorities are giving to the following:

- Financial Health
- Basic needs - food, housing, and healthcare
- Low to Moderate Income Programming
- Workforce Development
- Entrepreneurship
- Broadband Connectivity
- Childcare
- Youth Programming



What donations are excluded by bank policy?

We do not award donations to religious or political organizations unless the programming is for food insecurity or to advance financial health. We also do not award donations to individuals.



What different levels of approval are needed?

Local decisions are made by branches for gifts up to \$2,000. Regional decision can be made up to \$5,000. The giving committee meets monthly on donation requests of \$5,001 and greater. Donations over \$10,001 require the Bank President's approval. Any donation or multi-year pledge over \$30,000 requires Board of Directors' approval.



What are the denominations of gifts?

Our donations can be as small as \$100. Multiyear pledges historically are \$100,000 or less with the average of \$25,000. Grant awards are \$1,000 - \$5,000.



How do I apply?

There is a link on our community landing page for applications.



Is there a difference between applying to Machias Savings Bank and to the Machias Savings Bank Community Development Foundation?

Nonprofits may see the Machias Savings Bank Foundation listed separately in giving guides. The Foundation grants are opened at specific intervals, twice each year. A nonprofit may apply for a donation from the bank and still be eligible for a grant from the Foundation. Both Foundation gifts and donations are available on the bank website.



Who are the decision-makers on grant applications?

We have a giving committee made up of regional delegates, our CRA officer, and the Community Experience Manager. When necessary we include the branch manager in the region of the nonprofit location for input.



Who do I contact if I have questions?

The Community Experience Manager, who is currently Melissa Moffett Denbow. She can be reached directly at 207-255-9266 or by email at mdenbow@machiassavings.com.



2022

Community Development Grant

We are pleased to announce our Community Development Grant. The beneficiary(ies) of this award will have a deserving project(s) located or serving in Machias Savings Bank's primary lending area, as defined in our CRA Public File. Our primary lending area shall, at a minimum, include all areas where a Machias Savings Bank location is present. Grant funds are generally awarded to several deserving applicants in various denominations throughout our service area.

The total amount awarded will be \$100,000 with a maximum award of \$10,000.

Machias Savings Bank's goal is to fund in our giving priorities of community wellness, youth and education and economic development projects that result in a satisfactory level of community development. An emphasis will be made on projects that will benefit low-to-moderate income individuals and/or families. Ideally, grant funds will be awarded to projects or services that: create or retain jobs, revitalize communities within our service area, help to provide affordable housing or other programs designed to assist low-to-moderate income individuals and/or families.



Application Deadline

The deadline for applications is May 13th.

Applications submitted after this date will not be considered.

Applications may be submitted through our website www.machiassavings.bank.



Applicant Notification

The grant committee will select the recipient(s) of the MSB Community Development Grant on or before June 11th. The recipient(s) will be notified by telephone and attendance to an award ceremony via Zoom is a requirement. If your organization receives a grant award, a signed contract delineating the responsibilities of your organization and Machias Savings Bank will be required. Also, a public notice will be released announcing the grantee(s). Applicants not selected for receipt of the grant will be notified by mail.



Selection Criteria

The applicant must demonstrate the ability to carry out the goals and objectives cited in the grant application. Additionally, the grantee should demonstrate the following:

- Ability to report the impact on 50% or greater low-to-moderate income population
- A reasonable level of financial stability
- Evidence of an effective program
- Experienced leadership
- Potential to attract additional funds during and after the grant period
- Potential for a significant impact with the help of grant proceeds



Grant scope examples:

- Business Incubator Programs
- Housing programs
- Innovation in natural resource-based businesses
- Technology assistance to entrepreneurs
- Mentorship for workforce development and/or entrepreneurship
- Youth based entrepreneurship programs
- Financial Wellness education
- Nutritional support initiatives



The following requests will not be considered:

- Any request for direct support of an individual
- Graduation parties or events
- Competitions or athletic sponsorships
- Travel, sponsorship or funding for student or athletic groups
- Film or video productions, book or publishing projects
- Organizations whose policies encourage discrimination
- Academic research, fellowships or publications
- Construction or improvement of playgrounds and/or skate parks
- Any project that does not meet Machias Savings Bank's definition of Community Development
- Any projects or organizations deemed controversial by Machias Savings Bank





Additionally, proceeds from grant funds may not be used for:

- Bad Debts
- Commissions
- Contributions and Donations
- Recognition Events and Items
- Incorporation Costs
- Social Activities
- Costs incurred prior to the start of the grant
- Education - with the exception of financial wellness/economic development
- Bonuses
- Contingencies
- Entertainment
- Fines and Penalties
- Lobbying
- Fundraising
- Medical Bills



Applications should include the following:

1. Project Narrative (maximum of 3 pages)
2. Grant Budget / Supporting Financials
3. Letter(s) of Support
4. Copy of 501 (c) 3 status letter



Application Instructions and Scoring:

All applications will be scored based on the following criteria. Applicants need to have a minimum score of 70 to be considered by the giving committee:

1. Narrative – 75 Points

Please include the following sections in your narrative. Narrative should be no longer than three pages. Narratives longer than 3 pages will be penalized by a 5 point deduction for each page over 3. Individual section points are listed.

Overview, Project Plans and Objectives – 25 Points

- Description of the organization and its current programs and services.
- Details of your project and its significance.
- Who will be the primary beneficiary of this project?
- How will you include the people who will benefit from the project in its planning, implementation, and evaluation?
- How will your project use the community's existing resources?
- What are the collaborative relationships that you will use throughout the project?
- How do you intend to gauge your project's level of success?
- If your project is ongoing, how will you secure funding in the future?
- If it is a one-time event, what will the lasting impact be?
- What do you hope to achieve over the long term?





Application Instructions and Scoring:

Jobs Retained / Created - 10 Points

- Will jobs be created or retained as a result of your project? Outline the number of jobs you intend to create or retain through the term of your project and explain whether these jobs will result in temporary or permanent employment.

Community Revitalization / Economic Development - 10 Points

- Describe how the project will help to revitalize a distressed or underserved community and / or how it will help to promote or bolster economic development.

Benefit to Low-to-Moderate Income Individuals - 25 Points

- Describe the number of Low-to-Moderate Income individuals/families served through your project and how the grant monies will impact them.

Ability to Leverage Funds to increase the scope of the Grant - 10 Points

- An organization's ability to use granted money as leverage to receive other funds is preferred. Please explain if you intend on using this money to leverage funds or if you have already received funding from another organization and are looking to increase the scope of your project.

Reporting / Follow up

- If awarded grant funds, will you provide a follow-up report? We like to know how your project went even if your project is not as successful as you intended. A follow-up report provides the bank with evidence of the impact of our grant proceeds. It does not need to be complex or overly detailed; we just like to know what's going on in the communities we serve!

2. Grant Budget - 10 Points

This section may be prepared in a numerical format with a supporting narrative. It should clearly show all funds available for the project and how they will be utilized. Provide detail on how the total expense was calculated and how you intend on staying within budget. An income/expense statement for the past two years will be required. This could be in the form of tax returns and/or a profit & loss statement.

3. Years Organization has been in Existence - 5 Points

Organizations that have been in existence for more than 3 years will be considered more favorably. If your organization has been in existence for less than 3 years, you are still eligible to receive funds.

4. Letters of Support - 5 Points

Please include letters of support from key volunteers, local officials, other organizations, or individuals who will play a role in carrying out the project.

Donations and Sponsorships

Guidelines



Helpful Hints when applying:

- Due to confidentiality and keeping contact information current, you will need to enter your organization address, contact information, and tax identification number every time you apply.
- We use the same fillable form for donation and sponsorship requests.
- Please allow up to 60 days for decision-making on donations over \$5,000.
- Reach out to Melissa Denbow at 207-255-9266 with any questions.



Donations:

We look for opportunities where moderate funding can have significant results within the community. These contributions are used to aid in support of a specific program, service, and capital projects.



Sponsorships:

Sponsorships are payments made to any for-profit or not-for-profit organization for which Machias Savings Bank will receive marketing, public relations, and community relations value.

Examples of sponsorships include:

- Road race
- Arts festival or event
- School sports team
- Golf tournament
- Fundraising dinner
- Walk fundraiser



For more information:

See our giving guidelines Q & A.

[View Guidelines >](#)