

## **FIRST NATIONAL COMMUNITY BANK GRANT APPLICATION PROCEDURE**

(\*Sponsorship requests (e.g. golf tournaments, sports fundraisers, etc.) are not included in this process. Such requests should be directed to [grants@fn-cb.com](mailto:grants@fn-cb.com).)

First National Community Bank (FNCB) understands the importance of partnering with organizations in the communities we serve to improve the well-being of the citizens that make our region a great place to live and work. As a part of that commitment, we make funds available to assist various entities in their work to improve lives through giving and service. We provide this assistance through a grant program which focuses on priorities we feel are of great importance in our area. This document sets forth our giving priorities and outlines the application procedure for local non-profit organizations who support our mission.

### **FNCB Giving Priorities**

**We will only consider requests from 501(c)(3) tax-exempt organizations located within our Community Reinvestment Act (CRA) area, as the grants are intended for the greater good of the communities we serve. Our CRA currently consists of the following zip codes (subject to change): 54001, 54002, 54003, 54004, 54005, 54007, 54009, 54015, 54016, 54017, 54020, 54023, 54024, 54025, 54026, 54082, and 54083. A copy of the IRS determination letter must accompany the application.**

**We will consider support for the type of grant requests in the following order of priority:**

- 1) Programming expenses;
- 2) General operating expenses; and
- 3) Capital projects.

**We will consider only written grant applications made in accordance with this document, and will give preference to requests that address areas of need in the following order of priority:**

- 1) Access to basic needs (food, clothing, and shelter);
- 2) Promotion of literacy;
- 3) Requests that do not fit precisely within the above-listed priorities but are closely related, and in our view fulfill our commitment to the greater good.

Please note that as a regulated financial institution, we will screen applications in accordance with the Bank Secrecy Act and file Suspicious Activity Reports when warranted.

## **Application Procedure**

**Application deadlines:** By **January 15**, for March award/presentation, and **July 15**, for September award/presentation. FNCB reviews applications twice a year. We will consider applications received by 5:00 p.m. on the deadline dates. If deadline date falls on a Saturday, Sunday, or holiday, the deadline is the next business day.

**Maximum award:** The maximum amount that can be awarded to any single requesting organization in any calendar year is \$2500.

**Submission of application:** We will consider only fully completed applications. If an item does not apply, write in "N/A". Applications must be submitted via regular mail, email, or in person. Please direct mailed applications to Grant Requests, First National Community Bank, 109 E. 2<sup>nd</sup> St., Box 89, New Richmond, WI 54017. Emailed applications must be sent to [grants@fn-cb.com](mailto:grants@fn-cb.com) . Applications submitted in person can be dropped off at any of our branches in New Richmond, Somerset, Hudson, or Dresser during regular business hours. We will respond to your application within 60 days of the relevant deadline.

**Use of grant:** A grant must be used for the purposes stated in the application. A grant recipient must submit a report to us describing the use and impact of the funds no later than one year after receipt of the grant. This information will be used in determination of any future grant requests made to us by the organization.

**Questions:** Please direct all questions to [grants@fn-cb.com](mailto:grants@fn-cb.com) .

## **FNCB COMMUNITY GRANT/DONATION APPLICATION**

Please fill out application completely and return to FNCB, **making sure to include a copy of your IRS 501(c)(3) tax determination letter**. When completing the application, please keep in mind the criteria set forth in the "FNCB Giving Priorities" section above.

- 1) Organization's legal name
- 2) EIN#
- 3) Organization's mailing address
- 4) Contact person
- 5) Phone
- 6) E-mail
- 7) Mission statement/vision/primary objectives of your non-profit organization
- 8) Total cost of project/service
- 9) Amount requested
- 10) Describe targeted community need/importance of request
- 11) How will grant/donation be used
- 12) What is the goal(s) to be achieved—describe successful outcome
- 13) Do you have partner(s) in this project/service—if so, explain role of partner(s)
- 14) Printed name, signature, date of application, and preferred contact information of Executive Director/President