

Monthly & Quarterly Grant Application Checklist

Use this for a project or program. Events must be submitted through the Sponsorship application.

Eligibility (confirm all before you begin):

- ☐ Your organization is a registered 501(c)(3).
- ☐ Your organization works on Martha's Vineyard or in Falmouth, MA.
- ☐ Your organization has been in operation at least one year, per the date on its IRS Letter of Determination.
- ☐ You have not submitted another grant application to the Charitable Foundation within the past rolling 12-month period.
- ☐ This request is for a project or program, not an event.
- ☐ You understand the Charitable Foundation will not be the sole funder of any project or program.

Your application must include:

- ☐ A detailed project or program budget, with the percentage of each line to be funded by the Charitable Foundation. We recommend using the [Budget Template](#) found here if you need one.
- ☐ Itemized funding sources, each with its amount and status (pending, approved, or received).
- ☐ A detailed plan for outreach and communication of Charitable Foundation support.
- ☐ The specific metrics that will track impact and the targets that define success.
- ☐ A complete timeline with main activities, milestones, and completion dates for the requested program or project.

Attachments (PDF only, each under 5MB):

- ☐ IRS Letter of Determination of tax-exempt status, or certification from the Massachusetts Secretary of State. (Please note: Massachusetts Forms ST-2 and ST-5 are not accepted as proof of status.)
- ☐ Most recent Form 990.
- ☐ Most recent Annual Report.

Review cycle:

New requests under \$5,000 and repeat requests under \$10,000 are reviewed monthly. New requests over \$5,000 and repeat requests over \$10,000 are reviewed quarterly. A decision is generally communicated within 30 days of review.

Requests of \$50,000 or more:

These are considered by invitation only. Submit a Letter of Interest describing the project or program; instructions follow once a decision is made on the Letter. Please send an inquiry to foundation@mvpbank.com for information on the Letter of Inquiry.