BANKNEWPORT CONTRIBUTIONS

Contributions Guidelines

Requests up to $5,000

Please review the instructions below to ensure eligibility. Be prepared to complete the application and upload the required documents in **one session**, as you will not be able to save in-progress applications.

A contribution is a donation or support extended to a nonprofit organization. Unlike a grant, a contribution may be smaller in scale and is typically intended to assist with a specific activity, such as an annual fundraiser, community concert or festival, youth programming, etc.

BankNewport does not ordinarily contribute to:

- General operating support, including salaries and stipends
- National organizations, including state and local chapters
- Individuals or families seeking scholarship or tuition assistance
- Memorial events
- Religious, fraternal or political organizations
- Trips, tours, transportation costs, seminars and conferences
- Third parties raising funds for a charity ("Pass Through" fundraisers)
- Annual Fund Drives or Campaigns
- Playground projects

Required Documents

Application must include all of the following required documents, uploaded in PDF format:

1. A letter stating the amount requested and the purpose of the funding.
2. A brief description of the organization's mission, history and accomplishments.
3. Share other funding partners that support the organization, event or program.
4. Organization must hold a federal tax-exempt 501(c)(3) status; Please upload:
   - *A copy of the IRS determination letter.*
   - *A completed Taxpayer Identification Number W-9 form.*

Please Note

- **Contribution requests must be received at least 60 days before the event/program.**
- **Only one contribution request will be considered per year.**
- A contribution submission does not guarantee that the request will be funded.
- Please do not send duplicate copies of the application via mail, email, or by hand delivery.
- If your contribution request is approved, BankNewport funds will be issued via a secure ACH (automated clearing house) transfer. If this poses a challenge, please make note of such in the "accounting instructions" tab.

If you have any questions or may need assistance, contact: Meredith.Cropper@BankNewport.com

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