BANKNEWPORT CHARITABLE FOUNDATION

Grant Guidelines

Requests up to $5,000 and over

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.

The BankNewport Charitable Foundation was established in 2023 to extend BankNewport's commitment to the Rhode Island communities the bank and its employees have served since 1819. The Foundation supports 501(c)(3) nonprofit organizations focused on arts and culture, basic human needs, education success, healthy lives, and thriving communities.

Grants are considered for projects and programs, including those with a special focus on human services and community development initiatives that serve low- to moderate-income individuals and communities.

The BankNewport Charitable Foundation does not make multi-year commitments, and support in one year does not imply continued support in future years. If an organization has recently received a significant grant from the Foundation, in the Foundation's reasonable discretion, they may be asked to wait a period before submitting a new grant proposal to the Foundation. Grant requests for individuals or for general operating support, including salaries and stipends, will not be considered.

Required Documents

The following documents are required for all applications, uploaded in PDF format:

1	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.*
2	A letter with a brief description of the organization's mission, history, and accomplishments.
3	A narrative clearly defining the goals and objectives for the requested project; include the criteria by which the project will be measured and evaluated, and the expected outcomes. Share other funding partners that support the project.
4	Operating budget for the current year for both the organization and the project to be funded, with projected revenues and expenses.
5	List of all officers and board members with any compensation provided by the organization, or a statement that no compensation is paid.
6	An audited financial statement for the organization for the past two fiscal years.

Please Note

- **Only one grant submission will be considered per year.**
- Organizations awarded a grant will be required to submit a final grant report.
- A grant 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 grant request is approved, BankNewport Charitable Foundation 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: Kathleen.Charbonneau@BankNewport.com

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