



## Corporate Giving Guidelines

Country Bank has a proud history of community involvement and lending support to organizations in the towns and cities that we serve. By supporting the communities who support us, we are able to contribute and improve the quality of life in our primary market areas.

Country Bank grants assistance to numerous worthwhile non-profit and civic organizations that are headquartered within or have a substantial presence in our market areas that address:

- *Economic and social programs*
- *Job training or business education*
- *Health services and libraries*
- *Programs for youths in our communities*
- *Cultural arts organizations*

Requests that address the Community Reinvestment Act are strongly considered such as:

- *Low to moderate income populations*
- *Youth and senior citizens of the community*
- *Economic development of the community*
- *Credit-related assistance to those in the community*

Requests for funding include:

- Team Sponsorships
- Fundraisers
- Donations for capital expenditures

### Requests that cannot be considered:

- *Support to individuals or families*
- *Churches and religious organizations*
- *Labor or fraternal organizations*
- *Governmental and political activities*

### \*Documentation that must be provided:

- *A letter of request on the Recipient's letterhead*
- *A copy of the Charitable Event brochure, flyer, invitation*
- *W-9 form*
- *501C-3 non-profit status exemption letter*

\*Please note that all documentation must be submitted in order for your request to be processed.



## Request for Charitable Contribution, Sponsorship or Donation

Date Submitted

**Type of Contribution Requested**

Monetary – amount requested.      \$

Product – please specify.

Print Ad, yearbooks, programs, etc. – please include detailed dimension specs, pricing, and preferred format of logo or ad.

**Organization Information**

Name:

Address:

City:

State:

Zip:

Phone:

Contact Person:

Email:

Tax Status & Tax ID #:

**Check Payable to:**

**Donation Information**

Will this donation be used for a particular event? If so, please explain.

**Event Name:**

**Purpose:**

Does the organization have an account with Country Bank?      YES      NO

Under what name:

**Required supporting documentation**

- Letter of request on the recipient's letterhead
- Copy of the Charitable Event brochure, flyer, invitation
- W-9 form
- 501C-3 non-profit status exemption letter
- Specific print ad information

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**PLEASE SUBMIT YOUR COMPLETED REQUEST FORM AND ALL SUPPORTING DOCUMENTATION TO: DONATIONS, ATTN: JODIE GERULAITIS, 15 SOUTH STREET SUITE C, WARE, MA 01082. OR email to: [donations@countrybank.com](mailto:donations@countrybank.com)**

***-- Please send securely if you will be including sensitive information --***

**For Country Bank use only**

**Approved**

**Denied**

\_\_\_\_\_  
**Country Bank Approval Signature**

\_\_\_\_\_  
**Date**