

▶ *Grant Application Process*

Grant Application Process

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Jurisdiction of Giving

Our primary focus of giving is in the communities in which our companies have a major presence, including:

- The Greater Worcester County, Massachusetts area, and;
- The Howell and Livingston County, Michigan area.

If the agency providing the program for grant consideration is not located within either of these areas, but the program benefits residents who live in these communities, an application may be submitted for review. Under this circumstance, we recommend you provide information detailing the number of, and extent to which, residents in these areas are supported by the program. For your convenience, at the back of the folder we have included a map detailing the jurisdiction of giving for the foundation.

Guidelines & Review Process

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The goal of The Hanover Insurance Group Foundation, Inc.* is to improve the quality of life in communities where our companies—The Hanover and Citizens Insurance—have a major presence, placing a special emphasis on helping to build world class public education systems and inspiring and empowering youth to achieve their full potential.

Program Focus

Of the many worthy causes in our communities, The Hanover Insurance Group Foundation, Inc. primarily focuses its efforts on the issues of education and youth, which we believe are the foundation for the healthy future of a strong community.

Primary

- *Education:* Examples may include traditional and non-traditional opportunities focused on inspiring academic excellence, leadership and community service
- *Youth:* Examples may include teaching and modeling positive life skills

Secondary

- *Community:* Programs that build better communities in which to live and work
- *Basic needs:* Examples may include affordable housing, homelessness, hunger
- *Health and research:* Examples may include disease research, prevention or education
- *Arts:* Examples may include visual or performing arts
- *Other community support:* Examples may include special events such as community breakfasts or festivals

The Hanover Insurance Group Foundation, Inc. generally does not support the following:

- National fundraising drives
- Capital requests
- Organizations that benefit one individual or family
- Private schools
- Amateur or professional sporting groups
- Religious, political, professional, fraternal or labor organizations
- Beauty or talent contestants

* Includes The Hanover Insurance Company, and Citizens Insurance Company of America, companies of The Hanover Insurance Group.

Review Process

All grant applications for foundation funding will be reviewed and approved on a quarterly basis by corporate community relations personnel and senior management. Grant application deadlines and review meetings are scheduled as follows:

SUBMISSION DEADLINE	REVIEW MEETING
January 15	March
April 15	June
July 15	September
September 15	November

Application & Support Materials

In order to be considered for a grant, the submitting agency must use The Hanover Insurance Group Foundation, Inc. Grant Application Process outlined in this folder. The submission will include:

- Organization Summary sheet
- Grant Application Requirements on official organization letterhead
- Current Budget Information sheet
- Proof of 501(c)(3) tax status (schools and certain government agencies are excluded from this requirement)
- Independent Audit Report or IRS Form 990
- List of board of directors and their affiliations

Application Evaluation

All applications are evaluated based on the following:

- Extent to which the submitted program aligns with the focus areas of the foundation
- Clear and measurable program objectives and outcomes
- Fiscal responsibility of the agency and program
- Amount and availability of support from other funding sources
- Fully completed grant application submission packet
- Level of available Foundation funding

Post-Grant Requirements

If your agency receives a grant, you may be asked to work with The Hanover's corporate communications department to develop news releases to announce the grant award. Also, you must provide a follow up report to The Hanover within one month after completion of a one-time event or at the end of the calendar year for ongoing programs. The report should include, but is not limited to:

- Final program budget
- Participation information
- Significant outcomes and measures of success
- Opportunities for improvement
- Sponsorship recognition
- Photos, if applicable

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Organization Summary



Please type or neatly print all responses.

Organization name		
Address _____		
City _____	State _____	Zip _____
Phone _____	Fax _____	
Website _____		
Executive Director name		
Phone _____	E-mail _____	
Grant writer name		
Phone _____	E-mail _____	
Other name		
Phone _____	E-mail _____	
Year founded	Annual operating budget	Tax ID number
Is the organization a 501(c)(3)?	If not, what is tax status	Are you a United Way agency?
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Number of staff	Does the organization regularly utilize volunteers?	If so, how many volunteer hours are accumulated per year?
Full-time staff ___ Part-time or contract ___	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are there any Hanover Insurance Group employees volunteering for the organization?	If so, please consider sharing their names (attach additional sheet, if necessary):	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Name _____	Name _____
Organization's focal points (check all that apply):		
<input type="checkbox"/> Education <input type="checkbox"/> Youth <input type="checkbox"/> Basic needs <input type="checkbox"/> Health <input type="checkbox"/> Arts <input type="checkbox"/> Adult <input type="checkbox"/> Senior		
Other community support (please specify):		
Organization mission statement:		
Name of program for which you are seeking funding:	Amount of funding you are requesting:	
	\$ _____	
FOR INTERNAL USE ONLY		
Date received _____	Date reviewed _____	
Date approved _____	Date notified _____	
Received: <input type="checkbox"/> Summary sheet <input type="checkbox"/> Grant application <input type="checkbox"/> Budget sheet <input type="checkbox"/> 501(c)(3) Proof <input type="checkbox"/> Audit/990 <input type="checkbox"/> Board <input type="checkbox"/> Outcomes		
Determination _____		



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Grant Application Requirements



Please provide the following information in the order noted below, using the headings and numbers provided. Your responses should be printed on official organization letterhead and your total response should not exceed four pages.

A Brief Overview of Grant Request

In no more than half a page, briefly describe the program, how the money will be used and how the program supports the mission and program focus of The Hanover Insurance Group Foundation, Inc.

B Purpose of Grant

In no more than half a page, briefly describe the program, how the money will be used and how the program supports the mission and program focus of The Hanover Insurance Group Foundation, Inc.

1. State the purpose of the program, how you have determined a need for the program, the target audience for the program and how that audience will benefit.
2. Describe project goals, measurable objectives and action plans (a.k.a. projected program outcomes).
3. List other organizations who provide similar programs (if any) and explain how your program differs and what effort will be made to work cooperatively.

4. List other partners or contributors who will support this program and how they will be involved.

5. Is the program a one-time event or multi-year? If multi-year, describe strategies for obtaining funding over its duration. (Note: multi-year grants from the foundation are not available for every request.)

C Evaluation

1. How will you determine whether goals and measurable objectives are met?
2. How will you use the results of your evaluation?

D Budget

If you are unable to raise all of the money from our foundation or other sources, what elements of the program will you not complete?

E Promotion

1. How and to whom will you promote this program?
2. How will program sponsors be acknowledged or recognized?

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Current Budget Information



Please type or neatly print all responses.

Does your organization and program operate on a calendar year? Yes No

If not, please indicate the fiscal year start date _____ and end date _____

REVENUE	AGENCY	PROGRAM
Grants:		
Government	\$	\$
Foundation	\$	\$
Corporation	\$	\$
Individual	\$	\$
Membership dues	\$	\$
Service or program fees	\$	\$
Sale of materials	\$	\$
Fundraising activities	\$	\$
Investment income	\$	\$
United Way allocations	\$	\$
In-kind donations	\$	\$
Other:	\$	\$
EXPENSES	AGENCY	PROGRAM
Salaries and contract staff	\$	\$
Payroll taxes	\$	\$
Benefits	\$	\$
Professional fees	\$	\$
Memberships	\$	\$
Insurance	\$	\$
Travel	\$	\$
Equipment	\$	\$
Postage	\$	\$
Printing and copying	\$	\$
Telephone and fax	\$	\$
Rent	\$	\$
Utilities	\$	\$
Maintenance	\$	\$
Marketing	\$	\$
Special events and fundraising	\$	\$
Capital improvements	\$	\$
Scholarships	\$	\$
Other:	\$	\$
TOTAL	\$	\$
YEAR-END SURPLUS OR DEFICIT:	\$	\$



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Post-Grant Requirements

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All recipients of grants from The Hanover Insurance Group Foundation, Inc. must have an evaluation tool to report measurable results (quantitative and qualitative) of programs/services funded by The Hanover Insurance Group grants. The feedback must be sent to The Hanover Insurance Group within one month of completion of the grant program (for one-time programs) or at the end of the calendar year (for ongoing programs). The report should be submitted on organization letterhead and should include, but is not limited to:

- Program objectives
- Target audience
- Target budget/other funding sources
- Actual expenses
- Actual audience reach
- Outcomes and measurements of success
- Opportunities for improvement
- Sponsorship recognition samples such as ads or articles



PLEASE MAIL REPORTS TO:

Paul Belsito, Assistant Vice President, Community Relations
The Hanover Insurance Group 440 Lincoln Street Worcester, MA 01653



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Mailing Instructions

Before mailing your completed grant application packet, please make certain you have included each of the following components in the order as shown below:

Provided forms:

- Organization Summary sheet
- Current Budget Information sheet

Attachments from your organization:

- Grant Application Requirements on official organization letterhead
- Proof of 501(c)(3) tax status (schools and certain government agencies are excluded from this requirement)
- Independent audit report or IRS Form 990
- List of board of directors and their affiliations

DEADLINES

Please remember that all applications for foundation funding will be reviewed and approved on a quarterly basis by corporate community relations personnel and senior management. Application deadlines and review meetings are scheduled as follows:

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July 15	September
September 15	November

MAILING ADDRESS

Please mail your completed grant application packet to:

Paul Belsito
Assistant Vice President, Community Relations
The Hanover Insurance Group
440 Lincoln Street
Worcester, MA 01653



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Jurisdiction Maps



Howell and Livingston County, Michigan



Greater Worcester County, Massachusetts