



 *Grant Application Process*

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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:

SUBMISSION DEADLINE	REVIEW MEETING
January 15	March
April 15	June
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