

▶ *Grant Application Process*

Grant Application Process

- 1 Guidelines & Review Process
- 2 Organization Summary
- 3 Grant Application Requirements
- 4 Budget Information
- 5 Post-Grant Requirements
- 6 Mailing Instructions

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

1

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