

ROSAMOND THAXTER FOUNDATION

The *Rosamond Thaxter Foundation* is a private foundation.

Grants are awarded to charitable organizations that are located or perform their charitable acts within the area surrounding Kittery, Maine, and Portsmouth, New Hampshire. If in the opinion of the trustees there are more worthy charitable organizations which operate in other areas, then the trustees may award grants to such charities; however, grants outside the Greater Kittery/Portsmouth area are made only on rare occasions.

If you are applying for a grant, please furnish us with the following facts about your organization:

- < Name and year of formation of organization
- < Names of members of your governing board
- < Names of members of executive committee
- < Accreditation by a national organization, and if so, name of organization
- < Number of board/executive committee meetings & average attendance
- < Summary of your organization's objectives and specific current work directed toward those objectives
- < Summary of sources of revenues/expenditures
- < Current financial statements and/or balance sheet. (Please Note: there is no need to send lengthy audited financial reports/statements.)
- < Copy of Internal Revenue Service determination letter (tax exempt status)
- < If your organization received support from the Thaxter Foundation in the past year, please include a short summary of how the funds were used and what impact they provided.

Applications should be received no later than October 1, as the trustees meet annually in October or early November to review applications and award grants.

Your cover letter of request should not exceed three pages.

Letters and completed grant application requests may either be emailed (in a single PDF document) to eas@hmpayson.com or can be addressed to:

Rosamond Thaxter Foundation
Attn: Elizabeth Small, Trust Associate
c/o H.M. Payson & Co.
P.O. Box 31
Portland, ME 04112-0031

To: The Trustees of the Rosamond Thaxter Foundation

The applicant hereby gives assurance that:

1. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant;
2. Funds received under this application will be used in accordance with the request;
3. The filing of this request has been authorized by the board of directors of the applicant;
and
4. The requesting organization is recognized by the IRS as a tax-exempt, nonprofit organization and is not a private foundation.

I, _____, attest that the information in this application is true and correct to the best of my knowledge.

Signature of authorized
representative of organization

Title

Date

Rosamond Thaxter Foundation Application Form

I. GENERAL INFORMATION

- A. Organization Name _____
- B. Year Organized _____
- C. Address _____
- D. Telephone No. _____
- E. Contact Person and Title _____
- F. EMail Address _____
- G. Accreditation by national organization (if so, name of organization)

- H. IRS No. _____

II. SPECIFIC INFORMATION (the following information can be given in an attachment if the space provided is insufficient)

- A. Type of use for which funding is being requested:

- B. Expected Benefits: _____

- C. Proposed Budget (append details)
- D. Funding requested from the Rosamond Thaxter Foundation:
\$ _____

III. ENCLOSURES

Please enclose:

- A. A summary of your organization's objectives and specific current work toward those objectives;
- B. A copy of your organization's most recent Section 501 (c) IRS ruling;
- C. A copy of your organization's most recent financial statement;
- D. A list of your organization's officers and directors.