

ELIGIBILITY REQUIREMENTS

Non-profit organizations eligible for funding from the Maynard Community Chest must:

- Align with our mission, “The all-volunteer Maynard Community Chest, Inc., strengthens our community by supporting local nonprofit organizations that provide essential human services to people who live or work in Maynard, Massachusetts”.
- Be a 501 c 3 non-profit organization.
- Have a stated policy of non-discrimination in regard to all persons, irrespective of their race, color, creed, religion, national origin, sex, sexual preference, age, disability or veterans’ status, and compliance with all requirements of law and regulations with respect to the provision of services.
- Complete a Funding Application each year.

To become a supported organization of the Maynard Community Chest, please submit a formal request, including proof of the above eligibility requirements, by November before Funding Applications are sent out in January.

Terms of the Agreement/Contract

Supported organizations of the Maynard Community Chest are expected to:

- Prepare annually, prior to such date as may be determined by the Board of Directors of the Community Chest, an application for funding which shall include an estimate of its financial needs for operations during the ensuing year, together with supporting data therefore, and such financial and other information as the Community Chest may reasonably request
- Attend one monthly meeting during a period of 18 months
- May be expected to attend the Annual Meeting
- Acknowledge the support of the Maynard Community Chest in print literature, in other publicity and with a hyperlink to our website from the funded agency’s website
- Receive our E-News
- Abstain from town-wide solicitations and other large-scale town-wide fund-raising events that conflict with the Community Chest fund-raising activity of October and November of each year
- Render reasonable assistance requested by the Community Chest, whether in the form of personnel, volunteers, publicity, facilities or otherwise, to aid the Community Chest in its annual fund-raising campaign and special events.
- Use Community Chest funding for programs and services as presented in the supported organization’s annual Funding Application. If such programs or services are discontinued and/or significantly altered, the

- supported organization must notify the Community Chest. The Board of Directors must approve such programmatic changes in advance.
- Keep the Community Chest notified of any local volunteer opportunities available at your organization and make sure that those opportunities are listed or linked to the organization's website correctly at <http://www.maynardchest.org/volunteer>.
 - Share brochures, materials and occasional photos (preferably in digital format) to be used for publicity

The Maynard Community Chest can be expected to:

- Increase community awareness about supported organizations' services and programs through our printed materials (brochures, Community Resource Guides), on our website, in our E-News, in the local papers, e-mail referrals and at Community Chest events
- Update supported organizations on our financial status and forecasted total amount of allocations at our Annual Meeting each year
- Notify supported organizations if we foresee a decrease in funding. (Notification of generally decreased funding for all organizations would be announced at the Annual Meeting in February before allocations are disbursed in May. Notification to a particular organization receiving decreased or no funding for that year will take place in April.)

By completing the Funding Application, and receiving subsequent funding, organizations agree to comply with these expectations.

Also to be included in the Institutional Agreement is the text, "Any supported organization electing not to support the Community Chest policies must recognize the risks of possible reduction or elimination of its funding allocation during subsequent years. The Community Chest will review all cases of non-support of its policies and develop recommendations for actions by its Board of Directors."