

## APPLICATION FOR \$10,000 DONATION

The **Butterfield Hope Award** was created to assist the charitable organisations that are helping our neighbours in need. Each month this year, Butterfield will donate \$10,000—and the helping hands of our employee volunteers—to a local registered charity working in the fields of **Arts & Education** or **Health & Human Services**.

Submit applications to:

**Butterfield Charitable Donations Committee**

Attention: Tina Smith

P.O. Box HM 195

Hamilton HM AX

Bermuda

Tel (441) 298 4854

Fax (441) 295 3878

[tina.smith@butterfieldgroup.com](mailto:tina.smith@butterfieldgroup.com)

### Guidelines for the Application Process

#### What will The Butterfield Hope Award fund?

Butterfield will provide funding to **local registered charities** for special projects or programmes that will deliver a significant benefit to people in the community of Bermuda; they should be focused in one of the following:

- **Arts & Education:** Programmes that support the academic development or cultural growth of our community
- **Health & Human Services:** Programmes that assist in the preservation of a healthy community or projects that support an immediate need of family support, i.e. emergency housing, feeding programmes

#### What will The Butterfield Hope Award not fund?

- conferences or seminars
- new capital projects
- entertainment (banquets, receptions or entertainment)
- budget deficits
- individuals
- projects for commercial gain
- political, partisan and religious associations

#### There is **NO** application deadline

An email will be sent to email address provided on the application form to confirm receipt of an application. The Butterfield Charitable Donations Committee meets each month to review applications. Decisions are made the final week of each month. Successful applicants will receive a phone call before the end of the month. Any application that does not meet the criteria will be declined in a letter. All other applications will remain on the list for consideration in subsequent months.

#### Assessment Criteria:

Butterfield will assess all charitable organisations and their applications according to the following criteria to ensure fairness and accountability:

- ability to carry out the project or proposed programme
- significant need for the funding
- clear, measurable benefits to the community
- ability to manage the requested funds and the resources needed
- ability to sustain the initiative at the end of the funding period
- audited financial statements preferred

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Any questions or concerns, please contact Tina Smith at 298 4854.

<b>General Information</b>			
Organisation Name:			
Registered Charity Number:		Date:	
Mailing Address:			
Member of the Centre on Philanthropy:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Contact Name:			
Title:			
Telephone:		Fax:	
Email address:			
Brief objectives of the organisation or Mission Statement (if applicable):			
<b>Organisation Specifics</b>			
<b>Human Resources:</b>	Number of paid staff:		
	Number of Board members:		
	Number of volunteer staff ( <i>excluding board members</i> ):		
	Number of consultants currently engaged:		
<i>* Attach a list of Staff, Board members and consultants to this application.</i>			
How often does your Board of Directors meet?			
Has your organisation received any type of accreditation or certification?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please explain briefly:			
If no, are you in the process of applying for accreditation or certification?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

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<b>Annual Revenue</b> (indicate dollar amounts and percentage of total revenue):		
<b>SOURCE</b>	<b>DOLLAR AMOUNT</b>	<b>PERCENTAGE OF TOTAL REVENUE</b>
Government	\$ _____	_____ %
Corporate	\$ _____	_____ %
Individual	\$ _____	_____ %
Foundation	\$ _____	_____ %
Fees for service	\$ _____	_____ %
Membership fees	\$ _____	_____ %
Other	\$ _____	_____ %
	\$ _____	_____ %
Please provide the following information from your most recent (audited) financial statements:		
Fiscal year:	_____	
Annual earned revenue:	\$ _____	
Annual operating expenses:	\$ _____	
<b>Funding Request:</b>		
Description of what the funding will be used for: (outline the programme goals and strategy to achieve them, community needs it addresses, number of people expected to benefit, and intended outcome):		
<i>(Attach a separate sheet if required.)</i>		

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**Volunteer opportunities:**

Outline the various ways our volunteers can assist your organisation:

**Attachments**

Please submit the following documents with this application:

- Most recent financial statements
- Current operating budget
- Project/Endowment/Capital campaign budget
- Current list of Board of Directors (including their positions on Board)
- Current list of paid staff (including consultants)

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_