



## M C Bank's Charitable Giving Guidelines

As a locally founded and operated bank, M C Bank is deeply involved in the communities we serve. Sharing the Hometown Spirit is all about giving back to our communities—through our volunteer service hours, in-kind support, or financial sponsorships. We believe that investing our dollars into the communities we live in makes us stronger. Charitable contribution decisions are made locally by a committee, typically on a monthly or every other month basis.

### Donation & Sponsorship Application Information:

In order to submit a proposal, please provide a letter or email with the following information. Requests are limited to \$5,000 per organization per year. Incomplete applications will not be reviewed. We typically cannot consider proposals for individuals, political groups, or multi-year commitments.

- **Organization Information:**
  - o 501(c)(3) determination letter
  - o Current W9
  - o Organization name and address
  - o Organization's contact name, phone, and email address
  - o Organization's mission, primary purpose, or focus
- **Sponsorship Request:**
  - o Describe how the bank's donation will be used. For event sponsorships, provide name, date, and location of event.
  - o Requested donation amount
  - o Tax deductible amount
  - o Please attach the full range of sponsorship levels and benefits, if applicable.
- **Community Reinvestment Act (CRA) Qualification, if applicable:**
  - o Of those individuals benefiting from services of your organization, what percentage are low-to-moderate income earning below 80% of Area Median Income?
  - o Of the small businesses benefitting from the services of your organization, what percentage have gross annual revenues of less than or equal to \$1 million?
  - o If you are a school, or are benefitting school children, what percentage of the students receives free or reduced lunches?
- **M C Bank Connection, if applicable:**
  - o Do you bank with M C Bank?
  - o Who is your banker or contact at M C Bank?

Email all requests to: [megan.eustis@mcbt.com](mailto:megan.eustis@mcbt.com)