

ARTEMAS W. STEARNS TRUST

APPLICATIONS FOR GRANTS

GUIDELINES AND PROCEDURES

Organizations intending to submit applications for funds must be able to demonstrate that, if funds are awarded by the trust, the program will confer a direct benefit upon the indigent aged people or to the deserving poor of the city of Lawrence, exclusively.

No grants are made to individuals, for endowments, equipment, capital campaigns, construction or renovations of buildings or facilities.

Applications for grants must be submitted to, and received by, the Trustees on or before **January 31** of the year for which the grants are requested, accompanied by the following information and documentation:

1. Statement of the organizational background, the purposes and objectives of the organization and a list of the officers and Board of Directors (or Trustees).
2. Explanation of current financial status and copies of the most recent financial statements, including balance sheets and income and expense statements.
3. The detailed statement of the project or program for which the grant is being sought.
4. Statement of sources of financial support, including other grants or expected grants.
5. A statement showing the direct benefit to the people of the City of Lawrence and how the grant will fall directly within the purposes of the Trust.
6. A copy of the most recent tax-exempt status letter from the Internal Revenue Service, evidencing Section 501 (c) (3) status.
7. Federal Employer Identification Number.
8. Each organization must specify the number of Lawrence residents who will be served by the grant before its proposal will be considered.
9. Any other information which the applicant believes will be helpful to the trustees in processing the application.

No application will be considered unless all of the above documentation has been received by the Trust by January 31.

10. Applications must be sent to the following Stearns Trustees:

*****Please do not use delivery or mail service that requires the signature of the recipient.**

John T. Pollano, Esq.
280B Merrimack Street
Methuen, MA 01844

Ms. Eileen M. Khoury
P. O. Box 5627
Salisbury, MA 01952

Marsha E. Rich, Esq.
9 Bartlet St., Suite 343
Andover, MA 01810

Very Rev. Christopher J. Casey
22 Plymouth Street
Methuen, MA 01844

Matthew A. Kraunelis, Esq.
61 Cox Lane
Methuen, MA 01844

Verification that copies have been sent to all trustees must be noted in the transmittal letter.

10. If the organization receives a grant, it will be required to:

- sign and return a receipt and assent in the form approved by the Trust
- Send a letter certifying to the Trust that the funds have been expended for the purposes for which the grant was made and describe the disposition of the funds **no later than December 31** of the year in which the grant was made. If the funds have not been fully spent by December 31, the organization must state in letter how much of the grant has been spent and that the amount was spent for the purposes for which the grant was made. **The expenditure letter must be sent to the Stearns Trust, c/o Marsha E. Rich, 9 Bartlet St., Suite 343, Andover, MA 01810.**
- The trustees will meet to consider proposals in May of the calendar year in which the proposal is received.

Please direct all questions to Marsha Rich at:

stearnstrust@yahoo.com

Check our website for the latest guidelines:

<https://stearnstrust.org>