

# Community Service Award Application

*The information provided in this application will be the basis upon which the review committee will make its decision. Include all appropriate supporting materials. Please be specific.*

NAME

MAILING ADDRESS

AGENCY NUMBER

AGENT CODE

TELEPHONE NUMBER

NAME OF COMMUNITY ORGANIZATION

ADDRESS

ORGANIZATION CONTACT

TELEPHONE NUMBER

Describe the volunteer activities that you perform. (You are encouraged to include newspaper or newsletter references, copies of citations, etc.)

Estimate the amount of unpaid personal time devoted to the organization.

How have these activities helped to improve the organization?

How long have you been involved or associated with the organization? (Please list dates)

What do you see as the organization's greatest needs?

*Upon completion, tear at perforation, fold and send along with all appropriate supporting materials to:*

**Community Service Awards  
Community Relations  
Ronn Johnson  
F215**

COR3548 1106  
C:41448

## Community Service Awards Program

Working to Build  
a Better Community



 **MassMutual**  
FOUNDATION  
FOR HARTFORD, INC.

## Time and Talent

The Community Service Awards (CSA) Program is intended to broaden the base of MassMutual's philanthropic efforts while encouraging MassMutual agents, general agents, and full-time agency employees to contribute their personal time and effort to benefit their community.

## Eligible Participants

General agents, agents qualified for the most recent Leaders Conference and full-time agency employees are eligible to participate in this program. The following criteria must be met:

- Their volunteer involvement with the non-profit agency must be current and ongoing. A "current" relationship is one in which the activity has taken place within the last 12 months.
- The non-profit agency must verify the level of involvement.
- The mission and scope of the agency must meet MassMutual's eligibility guidelines for charitable giving.

## Eligibility Guidelines

Only certain qualified non-profit organizations and educational institutions with tax-exempt status granted under Internal Revenue Code Section 501(c)(3) are eligible to receive program funds. Social welfare, mental and physical health, cultural enrichment and educational organizations are examples of the types of organizations that may qualify for this status.

Types of non-qualified applicants:

- Religious organizations
- Political organizations
- Individuals
- Organizations that are primarily of benefit to an associate or the associate's family
- Organizations that promote a hobby or athletics
- Fraternal societies, labor organizations and veteran groups

## Application & Selection Process

A Community Service Award application (see reverse side of brochure) must be completed and submitted to Community Relations by the February 15<sup>th</sup> deadline for the calendar year.

A committee consisting of representatives from the Career Agency System and Community Relations reviews each application. Applicants will be judged on the level of agent/agency participation, length of involvement with the organization and degree of hands on involvement. Additional weight will be given to applications that support education and arts & culture initiatives, which are MassMutual's giving priorities.

The committee then recommends awards for the grants, which are made in the volunteer's name, to the non-profit agency. A total of \$80,000 in grants will be awarded each year. Grants are distributed in \$5,000 and \$10,000 increments.

Volunteers working with more than one non-profit agency may apply for more than one grant. There is a maximum of one grant per local non-profit agency in a given calendar year.

## Administration

Specific questions should be directed to:  
**Community Service Awards**  
**Community Relations**  
**Ronn Johnson F215**  
**Extension 43417**  
**Email: [ronnjohnson@massmutual.com](mailto:ronnjohnson@massmutual.com)**