

Making a difference

Recognizing MassMutual agents making a difference in their communities

Time and talent

The Community Service Awards (CSA) Program is intended to broaden the base of MassMutual's philanthropic efforts while encouraging MassMutual General Agents and Leaders Conference qualified agents and sales managers to contribute their personal time and effort to benefit their community.

Eligibility guidelines

Eligible recipient organizations must operate on a not-for-profit basis and be located in and serve the people of the United States. They must also be certified for tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. 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:

- Churches and religious organizations
- Athletic booster clubs
- Individuals
- Organizations that are primarily of benefit to an associate or the associate's family
- Organizations that promote a hobby or athletics
- Fraternal societies, political or labor organizations and veteran groups

Eligible participants

General agents, agents and sales managers qualified for the most recent Leaders Conference 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.

Deadline to apply: March 31



We'll help you get there.®

Application & selection process

MassMutual will award a total of \$125,000 in grants based on agent/agency volunteer efforts. Eleven winners will be selected; ten \$10,000 winners and one \$25,000 Community Service Volunteer of the Year Award will be awarded based on exceptional and outstanding commitment/efforts in the GA/agent's community. A committee consisting of MassMutual representatives reviews each CSA application. Applicants will be judged on the level of:

- agent/agency participation,
- length of involvement with the organization (must be current – over the last 12 months),
- degree of hands-on involvement,
- number of people impacted, and
- the demonstrated value of volunteer efforts.

The committee, in its sole discretion, will select the winners. Grants will be made on behalf of the volunteer to the non-profit organization. CSA applicants will be notified of the status of their applications in June. The CSA winners will be announced at the annual Leader's Conference.

To be considered for a grant, provide a comprehensive application illustrating the story/value of what your involvement has been and what it means to the non-profit organization. The CSA committee will take a holistic view of your involvement and the nature of the impact your activities have had. All attachments and/or supporting materials should be directly related to your volunteer efforts.

Volunteers working with more than one non-profit agency may apply on behalf of their work with *only one organization annually*. There is a maximum of one grant per local non-profit agency in a given calendar year. An organization that receives a Community Service Award is not eligible for repeat consideration for two calendar years. Applicants cannot be in a paid position for the organization they are applying on behalf of.

Apply for a Community Service Award online at

https://www.grantrequest.com/SID_591/?SA=SNA&FID=35004.

Important Application

Access Information:

We strongly suggest that a non-profit contact assist with the completion of the online application.

The non-profit's Tax ID will be needed to access the application form.

If you need to save and complete later you will be asked to register and enter an e-mail address and create a password.

Make sure to write down the e-mail and password you enter.

An e-mail message will be sent to that e-mail address with a link informing how to get back into the application you started so it can be completed and submitted.

An application must be submitted by **March 31st** for the calendar year.

Administration

Specific questions should be directed to:

Community Service Awards

Community Responsibility

Robin Rose

Extension 24888

E-mail: rrose@massmutual.com

