

Charitable Contributions Program Guidelines

Guidelines and Application Procedures

The Massachusetts Mutual Life Insurance Company's (MassMutual) Charitable Contributions Program is intended to support the needs of our communities and is reflective of MassMutual's commitment to corporate responsibility which is a core value of the company.

Focus and Priorities of Giving

MassMutual concentrates its charitable contributions, for the most part, in its home office communities of Enfield, CT and Springfield, MA. To be considered, all applicants must show proof of tax-exempt, 501(c) (3) non-profit status. The MassMutual Contributions Review Committee periodically assesses community needs and sets priorities for the program. Organizations and/or programs not eligible for giving include: religious, political and fraternal organizations as well as organizations serving people outside of the United States and programs such as golf tournaments, walks, and athletic booster clubs.

The present priorities include the following:

- **Education: *Academic Achievement and Career Pathways***

Grades 6-8 – recognizing the criticality of the middle school years to future academic success – we support programs that drive academic achievement in alignment with career pathways/preparedness in financial services at the middle school level.

Grades 9-12 – programs that promote achievement through increased academic rigor, access to support programs and building awareness of careers in financial services and the steps students need to take to have the 21st Century skills required to attain those careers.

- **Community Vitality**

We support organizations and programs that help attract and retain people in the Springfield and Enfield communities by making them a more enjoyable place to live and work. Community Vitality activities enrich the vibrancy of our communities, particularly in the arts and cultural sector through community-wide events featuring arts & culture.



We'll help you get there.™

Priorities Continued:

- **Economic Development**

Our economic development grants focus primarily on Springfield's State Street Corridor and downtown. Through this initiative, we seek to leverage public investments such as the State Street reconstruction and downtown enhancements by stimulating private sector development initiatives. Examples include the development and execution of the State Street Redevelopment Program in concert with the State Street Alliance, and support for DevelopSpringfield and its efforts to enhance development opportunities in Springfield.

- **Capital Campaigns**

Capital Campaigns are available to qualified non-profit organizations in Springfield. Grants of up to \$150,000 (\$50,000 over 3 years) are available, with a preference for initiatives that fall within the aforementioned focus areas.

How to apply

All requests for contributions must be submitted through our internet grant application process [Charitable Contributions Online Application](#). Inquiries regarding the process may be made to: 413-744-2389 or e-mailed to CommunityResponsibility@massmutual.com

All properly documented requests within program guidelines must be received by a schedule determined each year by Community Responsibility. **The following is the schedule for 2012:**

- **1st quarter** – proposals must be received by 5:00 pm on January 2 to be considered for the February 22 committee meeting.
- **2nd quarter** – proposals must be received by 5:00 pm on April 2 to be considered for the May 23 committee meeting.
- **3rd quarter** – proposals must be received by 5:00 pm on July 3 to be considered for the August 22 committee meeting.
- **4th quarter** – proposals must be received by 5:00 pm on September 25 to be considered for the November 14 committee meeting.

The Contributions Review Committee meets on a quarterly basis during the year. Funding decisions will then be made and communicated to requestors within three weeks of the committee meeting. Limited resources, however, dictate that not all qualified and worthwhile proposals will receive support. Funding decisions are at the sole discretion of MassMutual's Contributions Review Committee.

Those organizations that receive MassMutual support are required to provide a Tax Acknowledgement and Progress Report(s) for the program funded. This must be provided to MassMutual on or before the dates noted on grant transmittal letters. A Contributions Program Progress Report form and Tax Acknowledgement Form (if applicable) will be provided for this purpose when the funds are awarded but also can be accessed on our web site at this link [Charitable Contributions Progress Report](#) and [Charitable Contributions Tax Acknowledgement](#).

Consideration of future support is contingent on MassMutual's receipt of this information in a timely manner.

MassMutual administers the Charitable Contributions Program and reserves the right to amend or cancel the program at any time without any notice.