

Working to Build a Better Community

Corporate Giving Program Guidelines

Guidelines and Application Procedures

The MassMutual Contributions Program is intended to support the company's business objectives, reflect the needs of our communities and operate within the framework of the company's value structure and budget parameters.

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, non-profit status. The MassMutual Contributions Review Committee (CRC) will periodically assess community needs and set priorities for the program. The present priorities include the following:

- **Education**

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

Grades 9-12 – Academic Achievement and Career Pathways - 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 them.

- **Community Vitality**

We seek to support organizations and programs that work collaboratively and help attract and retain people in the Springfield and Enfield communities making them a more enjoyable place to live and work. Community Vitality programs and partnerships will enrich the vibrancy of our communities, particularly in the arts and cultural sector.

- **Economic Development**

Our economic development grants focus primarily on Springfield's State Street Corridor and the 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 Corridor Storefront Improvement Program.

- **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.



We'll help you get there.™

How to apply

All requests for contributions must be submitted through our internet grant application process [Charitable Giving 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 2010:**

- **1st quarter** – proposals must be received by 4:00 pm on January 2 to be considered for the February 23rd committee meeting.
- **2nd quarter** – proposals must be received by 4:00 pm on April 1 to be considered for the May 26 committee meeting.
- **3rd quarter** – proposals must be received by 4:00 pm on July 2 to be considered for the August 25 committee meeting.
- **4th quarter** – proposals must be received by 4:00 pm on October 1 to be considered for the November 29th 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 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 Giving 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 Corporate Giving Program and reserves the right to amend or cancel the program at any time without any notice.