

## **THE ALFRED M. SENTER FUND**

The Alfred M. Senter Fund is a private charitable trust established by Alfred M. Senter. Mr. Senter was the owner of Senter's Department Store in downtown Brunswick, located within the buildings which are now Senter Place. The Fund is authorized by the trust document to make grants to public charities (as defined by federal Internal Revenue Code) providing services in the State of Maine.

The public charities to which the Fund will make grants are those described in IRS Code Section 170 (c), in Sections 170(b) (1) (A) ii, iii, iv, v, vi, and in Sections 2055 (a) and 2522 (a) or corresponding provisions of any subsequent federal tax laws. Documentation of this must be provided at the time of application to the Fund by providing a copy of the most recent IRS tax determination letter issued to the applicant.

It was the wish of Alfred M. Senter, but not his direction, that public charities benefiting from this Fund be involved in promoting the cultural, educational, environmental well being and general health and welfare of the inhabitants of the Towns of Brunswick, Topsham, Durham, Harpswell, West Bath and Lisbon and the City of Bath, all in the State of Maine.

The Fund especially seeks to support charities for which small grants will make a significant difference. The Fund does not normally award grants to finance regular operating budgets or to add to the endowment of other non-profit organizations. In most instances, individual grants will not exceed \$20,000. No grant shall inure or be payable to or for the benefit of any individual, partnership, corporation, private shareholder or contributor, or be made to attempt to influence legislation or any political campaign.

The Fund Committee meets in November of each year to consider requests for grants. The Fund will consider grant applications received no later than October 31 for that calendar year. Applicants will receive notification regarding the status of their request by the end of November for the current year. Grant requests must be submitted by mail or by hand with an original and five copies.

The Fund Committee requires that a short application form be completed. Additional materials may also be provided such that the Committee may adequately weigh the merits of the request. Subjects which should be addressed include the history, purpose, objectives or rationale of the project, benefit, method of accomplishment and continuation, budget and timelines, method of evaluation of the results, persons or groups involved, and other sources of funding. Instructions regarding the application are attached.

The Committee does not normally meet with applicants. If a grant is provided by the Fund, it is requested that the receiving organization send a brief final report to the Fund no later than October 31 of the following year describing the actual use of the grant funds and the results achieved.

Mail, including grant requests and submissions, should be addressed to the following:

The Alfred M. Senter Fund  
c/o Senter Place Management Office  
114 Maine St., Suite 5  
Brunswick, ME 04011

Inquiries including requests for application forms may be made through Mrs. Deirdra Perry by telephone: 207-725-6610; by facsimile: 207-725-6612; or by e-mail: [senterplace@gmail.com](mailto:senterplace@gmail.com)

Revised 2020

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(207) 725-6610 telephone . (207) 725-6612 facsimile . e-mail: [senterplace@gmail.com](mailto:senterplace@gmail.com)

a private foundation  
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**APPLICATION INSTRUCTIONS**

IN THE INTEREST OF RECEIVING APPLICATIONS WHICH ARE UNIFORM IN FORMAT, ORDER AND CONTENT, THE COMMITTEE WHICH WILL BE REVIEWING THE APPLICATIONS REQUESTS THE FOLLOWING:

- 1- PLEASE USE THE APPLICATION FORM PROVIDED.  
(If you wish to scan or retype this form into an electronic format, please limit page 1 to one (1) page and page 2 to one (1) page.)  
IF ALL OF THE INFORMATION WHICH YOU WISH TO PROVIDE WILL NOT FIT INTO THE SPACE PROVIDED ON THIS FORM, PLEASE CONSOLIDATE THE INFORMATION SO THAT IT WILL FIT INTO THE BLANKS ON PAGES 1 AND 2, AND THEN APPEND ADDITIONAL SHEETS TO THE VERY BACK OF THE APPLICATION SUBMISSION ALONG WITH ANY OTHER INFORMATION WHICH YOU BELIEVE MAY BE RELEVANT.
- 2- PLEASE COMPLETE ALL OF THE BLANKS ON PAGE 1 AND 2 OF THE APPLICATION FORM. PLEASE REMEMBER TO SIGN BOTH PAGES OF THE ORIGINAL APPLICATION FORM.
- 3- PLEASE PRESENT YOUR APPLICATION IN THE FOLLOWING ORDER:
  - PAGE 1 OF THE APPLICATION FORM;
  - PAGE 2 OF THE APPLICATION FORM;
  - IRS TAX DETERMINATION LETTER OF THE APPLICANT, THE MOST RECENT ONE ISSUED;
  - CURRENT FINANCIAL REPORT FOR THE APPLICANT, PREFERABLY A REPORT FOR THE LAST COMPLETED TAX YEAR, PROFIT & LOSS STATEMENT ACCEPTIBLE;
  - A LIST OF THE CURRENT MEMBERS OF THE BOARD OF DIRECTORS AND OF THE OFFICERS OF THE APPLICANT;
  - ANY OTHER INFORMATION OR MATERIAL WHICH YOU BELIEVE MAY BE RELEVANT.
- 4- PLEASE PROVIDE ONE (1) ORIGINAL SIGNED APPLICATION AND FOUR (4) PHOTO OR OTHER COPIES OF THAT APPLICATION, A TOTAL OF FIVE (5).
- 5- PLEASE TO NOT BIND THE APPLICATIONS INTO FOLDERS OR OTHER ELABORATE PRESENTATION ENCLOSURES; A SIMPLE PAPER CLIP, STAPLE OR SPRING BINDER CLIP WILL SUFFICE TO HOLD EACH COPY OF THE APPLICATION TOGETHER.

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Grant Application by a Public Charity\* providing services in the State of Maine  
(\*as described in Section 170(c), Sections 170(b)(1)(A) ii, iii, iv, v, vi,  
and in Sections 2055(a) and 2522(a) of the Internal Revenue Code)

ORGANIZATION BACKGROUND:

Legal Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ e-mail \_\_\_\_\_

Year Organized \_\_\_\_\_ Contact Name and Title \_\_\_\_\_

Organization Mission and Service Area \_\_\_\_\_  
\_\_\_\_\_

Sources of Funding \_\_\_\_\_ Web Site \_\_\_\_\_

PROJECT INFORMATION:

Specific Purpose \_\_\_\_\_  
\_\_\_\_\_

Geographic Area and Population Benefiting \_\_\_\_\_  
\_\_\_\_\_

Initial Project Schedule, and any Continuation \_\_\_\_\_  
\_\_\_\_\_

Total Project Budget \_\_\_\_\_ Grant Amount Requested \_\_\_\_\_

Method of Evaluating Project Success \_\_\_\_\_  
\_\_\_\_\_

(Note: Brief additional material may be appended to this application.)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

The Applicant hereby certifies the following:

1- The requesting organization is recognized by the Internal Revenue Service as a Public Charity as described in Internal Revenue Code Sections 170(c), 170(b)(1)(A) ii, iii, iv, v and vi, and 2055(a) and 2522(a).

PROVIDE A COPY OF THE MOST RECENT IRS TAX DETERMINATION LETTER

2- Any grant received as a result of this application will be used only for activities, operations or purposes within the State of Maine.

3- Any grant received as a result of this application will be used only for the specific project described in the application.

4- Any grant received as a result of this application will not be used to attempt to influence legislation or any political campaign.

5- The Applicant will administer and supervise the expenditure of all funds received as a result of this grant application, and no funds will be transferred to another organization.

6- If a grant is received, the Applicant will provide a brief final report to the Alfred M. Senter Fund describing the results achieved as a result of the grant.

7- The submission of this application for a grant has been authorized by the Board of Directors of the Applicant.

Applicant \_\_\_\_\_

By: (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Please provide a current financial report (the most recently completed fiscal year) of the Organization and a list of the Officers and Directors of the organization.

(Note: Brief additional material may be appended to this application.)

PLEASE REVIEW THE COVER SHEET WHICH ACCOMPANIES THIS FORM FOR FURTHER INFORMATION AS TO THE INTENT AND OBJECTIVES OF THE ALFRED M. SENTER FUND AND AS TO THE SUBJECTS WHICH SHOULD BE ADDRESSED IN CONNECTION WITH THIS GRANT APPLICATION.

This original Grant Application and four (4) copies should be MAILED OR HAND DELIVERED to the following address:

The Alfred M. Senter Fund  
c/o Senter Place Management Office  
114 Maine Street, Suite 5  
Brunswick, ME 04011