



## 2020 Better Neighbor Fund – Frequently Asked Questions

### **Who can apply?**

Any non-profit charity, local community group, or neighborhood organization with innovative ideas designed to help serve the communities of Southern Maine. Organizations who apply should be an approved 501(c)3 whose programs serve Southern Maine. Any organization who received a grant in 2019 is not eligible to apply or receive a grant in 2020.

### **How many local causes can apply?**

The number of entries will be limited to the first 25 organizations to submit nominations meeting the program criteria.

### **How many Town & Country Better Neighbor Fund grants will be awarded?**

There will be a total of eight grants awarded in 2020.

### **What is the Town & Country Better Neighbor Fund grant levels?**

A total of \$25,000 will be awarded. There are three \$5,000 grants and five \$2,000 grants.

### **What kind of ideas or projects qualify?**

We are looking for initiatives and innovative ideas from local non-profit charitable organizations that will make a positive impact in the community. Projects should be feasible and able to be completed within 12 months from the date the grant is received. Grants cannot be used to support general operations of an organization. Initiatives must also benefit communities within Southern Maine.

### **When can I submit my idea or project?**

You can nominate your organization's idea or project by visiting the Town & Country Federal Credit Union website at [www.tfcu.com](http://www.tfcu.com) between Tuesday, September 1 and Friday, September 25, 2020. Look for the Better Neighbor Fund banner and click through to the application form.

### **How many nominations will be eligible for voting?**

Up to 25 qualifying nominations will be eligible for public voting.

**What is the deadline for applying?**

Applications will need to be submitted by 11:59 pm ET on Friday, September 25, 2020. Since the first 25 qualifying entries will be eligible, plan to submit your idea or project as soon as possible once the nomination period opens.

**When will the public voting take place?**

Public voting for the 25 qualifying nominations will take place via Facebook or on Town & Country's website [tcfcu.com](http://tcfcu.com) between Thursday, October 1<sup>st</sup> and Saturday, October 31<sup>st</sup>, 2020.

**When will we know who are the recipients of the 2020 Better Neighbor Fund grants?**

The entries to receive the most votes via Facebook and [tcfcu.com](http://tcfcu.com) during the voting period will be announced during the Better Neighbor Fund virtual awards ceremony on Thursday, November 12, 2020. Grant winners will also be announced through social media and the news media.

**If we are a Better Neighbor Fund grant recipient, when will we receive the funds?**

We want to help you get your project up and running quickly. Better Neighbor Fund grants will be mailed to winners following the November 12<sup>th</sup> announcement.

**Will you want to see additional information about the project after it is nominated?**

Yes. There is a brief application with a series of questions regarding your organization's project, budget, how your initiative will impact the community, as well as how you will determine its success.

**May I submit the application via fax or mail?**

No, we ask you submit your application online and have a valid email address.

**What is the timeline for implementing my project and using the grant money from the 2020 Better Neighbor Fund?**

You have up to 12 months from the date you receive the funds to complete your project.

**What is required if my organization receives one of the Better Neighbor Fund grants?**

If your organization receives a grant, we will ask you to sign a letter of agreement which outlines certain terms and conditions for implementing the project and using the funds.

**How often can someone vote for a project or idea nominated for a Better Neighbor Fund grant?**

Individuals may vote once a day, every day for any project or idea they support. (day consists of a 24-hour period between 12:00 am and 11:59 pm EST)

**How are the votes counted?**

Voting is done through Town & Country's Facebook page or website. At the end of the voting period, the initiatives that receives the most votes, and meets the eligibility requirements, will be qualified to receive a Better Neighbor Fund grant. Eight grants will be awarded for a total of \$25,000.

**Will my personal information be shared as a submitter?**

Personal information will only be used by Town & Country and any organization Town & Country has selected to help implement the Better Neighbor Fund campaign (including Town & Country's marketing agency).

**How will I know my entry was received?**

You will receive a confirmation email.

**If I receive a grant under this program, will the grant money be tax-free?**

Organizations who receive a grant may be issued a 1099-Misc. Please contact your tax advisor to discuss any potential tax implications.

**Do I need to submit my application in English?**

Yes, all applications need to be submitted in English.

**If I submit my idea or receive a grant, does Town & Country own my ideas?**

No, your ideas are yours to own. Organizations receiving a grant will be required to sign an agreement outlining certain terms and conditions for implementing your project.

**Does my idea need to have impact within a certain geographic area?**

The purpose of Town & Country's Better Neighbor Fund is to support organizations and projects serving the communities across Southern Maine. The credit union serves the people of Cumberland and York Counties.

**Can I submit an idea and/or vote if a family member works for Town & Country Federal Credit Union?**

Town & Country employees and their immediate family and household members are not eligible to nominate organizations or vote for initiatives associated with the Better Neighbor Fund.

**Who can vote?**

Persons 16 years of age and older are eligible to vote via Facebook or Town & Country's website. Beginning Thursday, October 1, 2020, people can vote once a day on either platform for their favorite ideas. If you nominate an organization or idea, feel free to vote for your own. Voting will conclude on Saturday, October 31, 2020.

**Suppose there is conflicting direction in the FAQs and the Application Guidelines. Which should I believe?**

If there is any ambiguity or conflict between these FAQs and the Application Guidelines, the Application Guidelines will apply.

**Who can I contact for additional information?**

For general questions about the Better Neighbor Fund, including those concerning the application process, contact Town & Country's Marketing Department at 207-773-5656 or [marketing@tcfcu.com](mailto:marketing@tcfcu.com).

You can view a complete version of the Application Guidelines [here](#).

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