

STATE STREET PHILANTHROPY PROGRAM GUIDELINES

ABOUT STATE STREET

State Street Corporation is the world's leading provider of financial services to institutional investors. Headquartered in Boston, Mass., State Street operates in 26 countries and more than 100 markets worldwide.

STATE STREET FOUNDATION

Established in 1977, the State Street Foundation administers the funds for our Community Support Programs, including philanthropy, matching gifts and corporate contributions to the annual United Way campaign. The Philanthropy Program targets initiatives by charitable organizations that serve the less advantaged in communities around the world where State Street has a significant business presence. Managed by Community Affairs, the Philanthropy Program helps generate and sustain positive change in our communities. This grantmaking program is facilitated by more than 30 contribution committees around the globe.

FUNDING FOCUS

Our philanthropic goal is to increase opportunities and access to services for those in need by funding charitable organizations in these program areas:

- > Human Services: To increase access to health care, legal assistance, social and family services and to improve the capacity of hunger reduction and shelter programs in our communities.
- > Educational Programs: To enhance education and employment opportunities by focusing on mentoring and tutoring, job skills training, and financial and language literacy.
- > Community Improvement and Development: To improve the quality of life and physical environment of communities by supporting affordable housing, neighborhood regeneration, small business development and community beautification.

Due to our focus on programmatic funding, please do not submit requests for:

- > General operating support
- > Endowments or capital campaigns
- > Individual needs, including scholarships and other forms of financial aid
- > Sectarian activities for religious organizations
- > Political causes or advocacy campaigns
- > Travel for individuals or groups
- > Television and film projects
- > Medical research and disease-specific initiatives

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HOW TO APPLY

All grant requests for U.S. and non-U.S. organizations should include the following items:

GRANT PROPOSAL SUMMARY FORM

This summary form should be completed and returned via e-mail to the Philanthropy Program contact in your area. See form, directions and contact information on our Web site.

COVER LETTER

This one-page letter should be printed on the organization's letterhead and include the following information:

- > The name and a brief description of the program for which you are requesting funding
- > The specific amount being requested

PROPOSAL

The proposal narrative should be no longer than six pages and include the following information:

- > Background of the organization, including mission statement, population served and a brief description of programs
- > Detailed description of the program for which you are applying for funding
- > Measurable short- and long-term outcomes of the program, including numbers served
- > Specific activities and timetable for meeting delivery of services
- > Program budget
- > Fundraising plan

GEOGRAPHIC-SPECIFIC PROCEDURES

MASSACHUSETTS (GEOGRAPHIC FOCUS LIMITED TO BOSTON AND QUINCY)

NEW APPLICANTS

New applicants and organizations that have not received funding from the State Street Foundation within the last three years must begin the application process with a Letter of Interest. Please limit the letter to two pages. It should describe the reason you are seeking support and the geographic area(s) and population(s) to be served. You will then be notified as to how to proceed with the application process. Letters of Interest may be submitted at any time and are reviewed on an ongoing basis. They may take up to six weeks to be reviewed. Please send the Letters to alnorthrop@statestreet.com.

EXISTING FUNDING RELATIONSHIPS

Organizations with an existing funding relationship please follow the detailed directions outlined in the How to Apply section and provide these additional supporting materials:

- > 501(c)(3) Letter of Determination
- > Resumes of key program personnel
- > General operating statement
- > Projected program budget for next three years
- > Final report for prior year State Street grant (if applicable)
- > Most recent annual report
- > Audited financial statements for past two years, including any management letters

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- > Board of Directors list
- > List of specific grants received by organization in past two years
- > List of current and pending funders for this specific request

Submit one copy of your proposal and only the documents listed above.

Send your full proposal package via U.S. mail to:

State Street Foundation
One Lincoln Street
Boston, MA 02111-2900

Do not hand deliver or use overnight mail or courier services. We will accept proposals postmarked on the deadline date as long as we receive the Grant Proposal Summary Form on deadline via e-mail to alnorthrop@statestreet.com.

The deadline dates are: January 2, April 1, July 1 and October 1. We will notify you of our funding decision within 90 days of the application deadline.

U.S. LOCATIONS OTHER THAN MASSACHUSETTS

Please follow the detailed directions in the How to Apply section. Your grant request should be submitted to the Philanthropy Program contact in your location. See contact information on our Web site. In addition, please provide the following materials with your grant request:

- > 501(c)(3) Letter of Determination
- > Final report for the prior year's State Street grant (if applicable)
- > Most recent annual report
- > Current operating budget
- > Audited financial statements for past two years
- > Board of Directors list

NON-U.S. LOCATIONS

Please follow the detailed directions in the How to Apply section. Your grant request should be submitted to the Philanthropy Program contact in your location. See contact information on our Web site. In addition, please provide the following materials with your grant request:

- > Evidence of organization's legal status (i.e., organizing documents, trust agreements, charter, charitable certification, etc.)
- > Final report for the prior year's State Street grant (if applicable)
- > Most recent annual report
- > Audited financial statements for past two years
- > Board of Directors list

State Street Foundation
Community Affairs
One Lincoln Street
Boston, MA 02111-2900



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