

Who do I contact if I have questions about Sponsorship process or eligibility?

Please contact Krissa Beene directly at 860-448-4212 or kbeene@chelseagroton.com.

Do I have to have a nonprofit designation?

Yes. Your organization must be exempt from federal income taxation as an organization described in Section 501(c)(3) of the Internal Revenue Code (the “Code”), other acceptable 501(c) status, or be a governmental unit referred to in Section 170(c)(1) of the Code.

What communities does the bank serve?

The Bank serves communities in eastern Connecticut and southern Rhode Island.

Do the funds have to be used in the Bank’s communities?

Yes. Although the nonprofit does not need to be located in the Bank’s communities, the funds must be used to improve the quality of life in the communities Chelsea Groton serves.

Do I have to create an account to access the online application?

Yes. An account is required in order to access and submit an online application. If you cannot use the online application, please contact Krissa Beene at 860-448-4212 or kbeene@chelseagroton.com.

What if I forget my password?

Go to the [Account Login](#) page and follow the instructions to retrieve a lost or forgotten password.

Is my password case-sensitive?

Yes. Please be sure to write down your password just as you created it.

Can I print a copy of the online application to review and prepare my answers, before I actually begin the application?

Yes. Each page has a Printer Friendly link on the top right corner for a PDF copy of the application.

If I am in the middle of writing my application, can I save it and continue working later?

Yes. Click “Save and Finish Later” at the bottom of the page, and the information you have entered will be stored for later retrieval.

I saved my application from a previous session. How do I get to it?

To complete and submit your application, log into Your Account at <https://www.grantrequest.com/AccountManager.aspx?sid=5846>. Open the IN PROGRESS

application, complete it and submit. You will receive a confirmation email of your submission.

Does the online application have a spell check feature?

Yes, all of the narrative questions have a spell check feature.

How do I submit attachments in the online system?

Applicants must upload **ALL** required documents to the online application. Follow the instructions on the Attachments page of the online application. Attachments may be submitted in Adobe PDF, Microsoft Word or Microsoft Excel formats.

I submitted an application, but forgot to add an attachment. What should I do?

Please contact Krissa Beene at 860-448-4212 or kbeene@chelseagroton.com.

How can I tell if my application has been received by Chelsea Groton Bank?

When you click “Submit” you will receive an e-mail confirming receipt of your application with a copy of your submitted application. This is why it is very important to enter your e-mail address accurately when creating your account.

Once an application has been submitted, can it be retrieved or edited by the applicant?

You may view your application in your Account History. If you need to make edits, please contact Krissa Beene at 860-448-4212 or kbeene@chelseagroton.com.

Is my organization’s information secure when I apply online?

Chelsea Groton Bank takes your privacy seriously. We do not rent, sell or share personal information about grant applications with other people or with nonaffiliated companies or organizations, without your prior permission.

Whom should I contact if I have a question concerning the online application?

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