MISSION STATEMENT

The Irvington Chamber of Commerce Foundation, a 501(c) 3 not-for-profit organization, is dedicated to providing financial assistance to groups or individuals that have a vested interest in the Township of Irvington.

It is the mission of the Irvington Chamber of Commerce to maintain a positive relationship between the business community and the residents of the Township by supporting local events, community groups, award programs, and special situations. Grants are given without regard to race, creed, color, gender or national origin.

GUIDELINES

◊ The Chamber of Commerce Foundation (CCF) will review all written grant requests within 30 (thirty) days. Requests for support are accepted throughout the year.

Requests are limited to $1,000 (one thousand dollars). The CCF reserves the right to limit the number of grants a group or individual receives with a year’s time frame (January to December).

◊ The CCF will not consider individuals or group requests whose prime goals are in any way political. ◊ Grants must be submitted at least 30 (thirty) days in advance of the need.

Requests must be in writing, typed preferred, with one original and two copies.

Grants requests should be submitted to:

Chamber of Commerce Foundation P.O. Box 323 Irvington, New Jersey 07111

◊ Request for support must include:

● Name of the organization and contact person

● Copy of 501(c) 3 eligibility, if applicable

● Brief description of need, program, goals, and project budget

● Amount being requested and how it will be spent

● Indicate if funding is being received from other sources

● Indicate how grant will benefit the Township of Irvington, its residents, or the general business community

◊ The following statement must be included:

● (Insert Name of Organization or Individual) will not hold CCF, its officers, and its members liable for any accidents, injuries, death, or material losses which may occur in the course of fulfilling the project funded

● Grant recipients may be required to produce documentation of program insurance before funds are disbursed

● Requests for scholarship money must come through the Guidance Department of Irvington High School and be received by the Foundation at least two months prior to Class Day

● Grant recipients must agree to name the Chamber as a funding source in all public announcements pertaining to the program and the recipient must be willing to accept, in public, the award at a Chamber of Commerce Board meeting or alternate venue

● The Chamber of Commerce Foundation reserves the right in Extraordinary situations to forego the preceding guideline with a majority of Board members voting either in person, by phone, or electronically