



PROCESS FOR APPLYING TO SACHEM FUND

How to Apply: The first step in your request for funding is to submit a two – to – four page letter of inquiry that describes your organization, the proposed project or use of funds, its relation to Sachem Fund’s goals, and the amount of support requested. List of criteria is available on the City’s website: www.norwichct.org or by calling the Mayor’s office at (860) 823-3742.

Checklist

- Your organization’s legal name and tax status
- Organization current quarterly financial, audit report or IRS tax forms
- Organizational overview
- Proposed project or intended use of funds including itemized budget
- Relation to Sachem Funds’ goals
- Requested support amount

Send to:

City of Norwich
Mayor’s Office
100 Broadway
Norwich, CT 06360
Or email: mayorsoffice@cityofnorwich.org