

From: [Eastern Bank Charitable Foundation](#)
To: [Gregory Jenkins](#)
Cc: h.tittmann@easternbank.com
Subject: Good News from Eastern Bank
Date: Wednesday, May 27, 2015 2:14:11 PM

Somerville Arts Council

Dear Gregory,

We are pleased to inform you that your request for support from the Eastern Bank Charitable Foundation has been approved in the amount of \$2,500.00.

In order for us to process the payment, please log-in to the our online application site to complete the required Follow-Up form(s). The link for access to this site is <https://www.grantinterface.com/Eastern/Common/LogOn.aspx>

After logging-in, under the Form Name section, you will find the blue EDIT link on the right side of the screen. Clicking this link will take you to the necessary form(s) for completion.

You have been assigned at least 1 form.

You may be assigned up to 4 forms. Each form MUST be submitted.

Additionally, here are some helpful hints when completing Follow-up Forms:

1. The Community Reinvestment Act Survey asks whether or not your donation meets CRA criteria as defined by the F.D.I.C. If the donation does not meet these criteria, please select NONE.
2. The Ad Follow-up form is used to confirm whether or not an ad is included in our donation. It also is used to inform us if you need an Eastern Bank logo. If there is no ad, please click No Ad.
3. The Event Sponsorship Follow-up form is used to confirm the details of your event and asks for the value of goods and services involved.
4. The Verification Form is used to confirm your mailing address for this grant and to provide any updates on your Organizational Information.

When you have finished your form(s) you MUST click SUBMIT to complete the submission. Each form must be submitted separately.

Please remember, we cannot process payment of this donation until all appropriate forms have been completed.

Should you have any questions, please do not hesitate to contact Hoeun Chum at h.chum@easternbank.com.

Best wishes,

Laura

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