



2018 Community Grant Guidelines

Revised 4/11/2018

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Kindly read these guidelines before submitting an application.
Applications must be submitted using the online form.

MISSION

The Provident Bank Foundation (PBF) was established in 2003 with the intent of supporting not-for-profit groups, institutions, schools and other 501(c)(3) organizations that provide valuable services to the communities served by Provident Bank. The Provident Bank Foundation is committed to strengthening and sustaining its relationship with communities in the [Bank's marketplace](#).

FUNDING PRIORITY AREAS

PBF is committed to enhancing the quality of life in the New Jersey and Pennsylvania communities served by Provident Bank. PBF makes grants in three priority areas: **community enrichment, education, and health, youth & families.**

- Our giving to **community enrichment** focuses on programs that drive economic development, contribute to a more well-rounded community experience, and provide increased access to information and specialized learning opportunities.
- Our efforts in **education** support innovative programming that expands access to, and improves the quality of, well-rounded educational experiences for people of all ages.
- Our contributions to **health, youth & families** aim to ensure people of all ages and means have the ability to improve the quality of their lives, including having a safe place to live and access to quality healthcare.

COMMUNITY GRANTS

In 2018, requests for a Community Grant will provide funding from \$1,000 up to and including \$5,000. These requests are reviewed on a rolling basis throughout the year.

The primary purpose of a Community Grant is to increase access to funding and strengthen the capacity of community-based organizations. Organizations seeking a Community Grant must address one of PBF's [funding priority areas](#) and applicants must demonstrate impact in the [Bank's marketplace](#). We believe that these grants provide important support for needed services to diverse communities. This grant is not to be used for sponsorship requests and/or events.

The Provident Bank Foundation cannot provide funding for the following:

- Individuals
- Organizations not exempt under Section 501(c)(3) of the Internal Revenue Code and as an organization described in section 509(a)(1) or 509(a)(2)
- Religious congregations
- Organizations that use a third-party fiscal sponsor's Tax ID number/exempt status
- Political causes, candidates, organizations, or campaigns
- Multi-year funding requests

PLEASE NOTE, these grants are not for sponsorships or fundraising events.

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If these guidelines do not fit within your organization's mission and objectives, [click here](#) to go back to our website and review PBF's other grant offerings.

REQUIREMENTS TO SEEK FUNDING FROM PBF

Eligibility: Organizations seeking funding from The Provident Bank Foundation must be determined as exempt from Federal income tax as a 501(c)(3) public charity of the Internal Revenue Code and as an organization described in section 509(a)(1) or 509(a)(2). PBF seeks grantee organizations that show passion for their mission and meet high standards of governance, accountability, and fiscal management.

Geographic Requirements: Applicant must be based in, serve, and/or demonstrate proposed project impact in at least one of the following geographies, including towns contiguous to Bank locations:

- **New Jersey:** Bergen, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Union and/or Warren Counties
- **Pennsylvania:** Lehigh Valley (eastern portion of Lehigh County and southeastern portion of Northampton County) and/or Bucks County

Progress Reports: Grantees must comply with PBF's financial and narrative reporting requirements throughout the grant period, including 3-month, 6-month, and 12-month progress reports. All required progress reports from previous PBF grants must be received and confirmed prior to submitting a new request. **Failure to comply with this requirement will jeopardize future funding.**

POLICIES & PROCEDURES

- PBF only accepts one request per organization per calendar year at any level. This would include any sponsorship and/or event requests.
- An organization whose request is not funded in 2018 may reapply in 2019, but not before.
- PBF may choose not to fund a grant, to fund a grant at a lesser amount, to fund only certain aspects of a grant, and/or to attach stipulations to a grant.
- **Non-Discrimination Statement:** Applicant organizations do not, and shall not, discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

If these guidelines do not fit within your organization's mission and objectives, [click here](#) to go back to our website and review PBF's other grant offerings.

FINANCIAL REPORTING REQUIREMENTS

- **Itemized program/project budget and budget narrative:** Applicant is required to submit an itemized budget for the requested program/project with a narrative for how the grant funds will be allocated. A *budget template can be found on our website under the [Guidelines tab](#).*

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A detailed narrative should address the following:

- Amount of funding requested
 - Explanation and justification for all operating expenses
 - Brief list of other major sources of financial support for the organization
 - Financial and/or other forms of support (i.e., “in-kind” support), if any, that the recipient organization will commit to the project for which funding is requested.
- **Organization’s annual budget:** Applicant is required to submit with the application their organization’s current year annual budget.
 - **Most recent Form 990:** If you file a 990-N (e-postcard), you must provide organization’s financials and IRS determination letter. Confirmation of filing is not accepted.

GRANTEE RESPONSIBILITIES

Organizations accepting a Community Grant will comply to use the funds in the manner and for the purpose for which the grant is intended. Grant recipients will be required to sign an award agreement letter that states:

- **Progress Reports:** Grantees must comply with PBF’s financial and narrative reporting requirements throughout the grant period, including 3, 6, and 12-month progress reports. *Failure to comply with this requirement will jeopardize future funding.*
- **Promotion & Publicity:** Grantees are required to coordinate promotion and publicity of grants with PBF. This includes print, social media, and other media outlets. PBF support must be acknowledged in all publicity. The complete Foundation name, **The Provident Bank Foundation**, must be used in all documents referring to your grant. The use of the current PBF logo is required on all promotional materials and will be made available upon request.
- **Evaluation Activities:** Grantees must participate in PBF’s required evaluation activities, which may include, but are not limited to, periodic updates, interviews, and site visits.

PROPOSAL PROCESS

Community Grants are accepted and reviewed on a rolling basis throughout the year. PBF will use its best efforts to communicate responses within 90 days after the receipt of the grant application.

ASSESSMENT CRITERIA

PBF uses the following assessment criteria to evaluate the creativity, feasibility, efficacy, and reach of proposed initiatives, as well as the likelihood of attaining stated goals and objective.

In reviewing a Community Grant, PBF is sensitive to the following areas:

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- **Scope:** PBF seeks proposals that promise innovation and change or a significant enhancement of existing services. The objective of the proposal corresponds with the purpose, intent, and funding categories of PBF's initiative.
 - **Need:** A genuine need is identified and the program/project realistically addresses identified need or issue in the community.
 - **Reach:** Demonstrates potential to reach large numbers of community members. Proposals should clearly identify the target population(s), the numbers served and the specific impact that success will bring.
 - **Measureable Outcomes:** Demonstrates potential to yield measurable, tangible benefits for grant recipient and those it serves, and a plan to track them.
 - **Business Model:** Proposals demonstrates financial prudence and effective resource allocation.

Specifically, requests should exhibit and include:

- **Funding Priority Area:** The request must be specific to **one** funding priority area: **community enrichment, education, or health, youth & families**. *For more information, refer back to the Funding Priority Area descriptions on page 2.*
- **Geographic Requirements:** Applicant must be based in, serve, and/or demonstrate proposed project impact in at least one of the following geographies, including towns contiguous to Bank locations:
 - **New Jersey:** Bergen, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Union and/or Warren Counties
 - **Pennsylvania:** Lehigh Valley (eastern portion of Lehigh County and southeastern portion of Northampton County) and/or Bucks County
- **Community Served: (Required)** Applicant must identify which towns/cities will receive the greatest portion of funding or the bulk of services as a result of the grant and list—in order of importance—the towns/cities and the neighborhoods/wards the program/project impacts. The target population, the number of unduplicated individuals served (not percentages), and the specific impact that success will bring to the community must be detailed.
- **Request Description:**
 - The description of the proposed funding request must be detailed and specify measureable and realistic project objectives
 - The program/project budget should be commensurate with its anticipated impact
 - Background and significance of the specific need or issue that the proposed program/project will address
- **Outcomes:** A logic model is recommended when preparing this part of the application; a logic model template can be found on our website under the [Guidelines tab](#). Details on the following must be included:

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- Timeline of milestones anticipated at months 3, 6, and 12
 - 3-5 measureable outcomes of the proposed program/project
 - How the program/project will be tracked and evaluated over the duration of the grant
 - **Organizational Capacity:** Applicant must demonstrate the ability to implement proposed activities and track progress within the stated timeline.
 - **Business Model Integrity:** Applicant and the proposed program/project must exhibit financial prudence and effective resource allocation.
 - **Itemized Program/Project Budget and Budget Narrative:** Applicant is required to submit an itemized budget for the requested program/project with a narrative for how the grant funds will be allocated. *For more information, refer to the Financial Reporting Requirements section on page 4.*
 - **Sustainability:** PBF gives significant weight to the organization's plan to sustain the program/project and its benefits beyond the funding period.
 - **Commitment:** A record of, and a passion for, delivering high-quality, impact-oriented programming that serves as many people as possible is a consistent hallmark of successful applications.
 - **Innovation:** Be sure to call attention to innovative elements of the design and intended implementation of funded activities, including opportunity to replicate.

REQUIRED ATTACHMENTS

Organizations submitting a request for a Community Grant are required to provide the following PDF documents in the Attachments section of the application:

- Itemized program/project budget and budget narrative
- Organization's annual budget
- Most recent Form 990 (Confirmation of filing is not accepted)
- Board of Directors and board member affiliations
- Organization's achievements over the past three (3) years (limit 500 words)

Optional, but recommended, PDF documents to submit include:

- Logic model – A logic model template can be found on our website under the [Guidelines tab](#).
- Supporting program material, specific to the request

Any questions should be emailed to The Provident Bank Foundation at Foundation@Provident.Bank.