

# 2019 Community Grant Guidelines

The Provident Bank Foundation 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](#).

## Overview and Purpose

The primary purpose of a Community Grant is to increase access to funding and strengthen the capacity of community-based organizations. These grants provide important support for needed services to diverse communities.

PBF funding directly supports efforts to enhance the quality of life in the New Jersey and Pennsylvania communities served by Provident Bank through three Funding Priority Areas: Community Enrichment, Education, and Health, Youth & Families.

## Community Grant Funding Priority Areas

PBF funds applicants who are prepared to address a need aligned to PBF's Funding Priority Areas. Community Grant applicants must measure their program's impact in a manner appropriate to the selected Funding Priority Area.

Funding Priority Area	
<b>Community Enrichment</b>	PBF's giving 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.
<b>Education</b>	PBF's efforts support innovative programming that expands access to, and improves the quality of, well-rounded educational experiences for people of all ages.
<b>Health, Youth &amp; Families</b>	PBF's contributions 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.

## Process and Timeline

To apply for a Community Grant, eligible organizations **must** submit an Application which will be reviewed for alignment with the programmatic priorities of the Community Grant.

PBF will review requests on a rolling basis throughout the year. PBF will use its best efforts to communicate responses within 90 days of receiving the Application.

Applicants that have been declined may request verbal feedback on their request by appointment only.

## Program Guidelines

In 2019, a Community Grant will provide funding from \$1,000 up to and including \$5,000.

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](#). These grants provide important support for needed services to diverse communities.

PBF seeks programs that will make a meaningful impact on the communities that Provident Bank serves. Programs that detail reliable methods for measuring change over time will have a competitive advantage, as will programs that feature a regular and sustained presence in the lives of program participants.

## What PBF Will Not Fund

As with all grants, The Provident Bank Foundation will not fund the following:

- Individuals
- Organizations not exempt under Section 501(c)(3) of the Internal Revenue Code
- Organizations not classified in Section 509(a)(1) or 509(a)(2)
- Organizations that use a third-party fiscal sponsor's Tax ID number/exempt status
- Grants for scholarships to individuals
- Grants to other grant-making organizations
- Sacramental or theological functions of religious organizations
- Political causes, candidates, organizations, or campaigns
- Multi-year funding requests

In addition, special limitations apply to Community Grants. PBF will not support:

- Sponsorships or fundraising events

## Eligibility Guidelines

### Tax Status

Organizations seeking a Community Grant from PBF must be certified as a tax exempt public charity under **Section 501(c)(3)** of the Internal Revenue Code and classified as "not a private foundation" under **Section 509(a)(1)** or **509(a)(2)**.

## Financial Requirements

PBF supports grantee organizations that meet high standards of governance, accountability, and fiscal management. To apply for a Community Grant, organizations are **required** to submit:

- **Form 990 from the most recent fiscal year** – If your organization files a 990-N (e-postcard), you must also provide the organization’s financial statements and IRS determination letter with the Application.
- **Itemized program budget using PBF’s budget form template** – The required budget form template can be found on [PBF’s website](#).

## Geography

Applicants must be based in, serve, or demonstrate proposed program impact within at least one of the following geographies, and specifically within or contiguous to communities where Provident Bank has a physical presence:

- **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

## Active Grants and Prior Funding

Requests will not be accepted from organizations with grants from PBF that are active. Organizations that are currently funded by PBF cannot apply for additional funds **until all of the following requirements have been met:**

- The 12-month grant term on the most recent PBF grant has concluded.
- All required progress reports have been submitted.
- The mandatory hiatus period as stipulated by their PBF grant contract has concluded.

## Right to Reject

PBF reserves the right to:

- Reject any or all requests submitted
- Reject a request that doesn’t include all required attachments
- Adjust program guidelines, including submission deadlines
- Contact you to discuss your request and/or request additional information

**Submitting an Application does not guarantee funding by The Provident Bank Foundation.**

## Other Policies

- PBF only accepts one request per organization per calendar year at any level. This includes sponsorship and/or event requests.
- An organization whose request is not funded in 2019 may apply in 2020, but not before.
- PBF may choose not to fund a request, to fund a request at a lesser amount, to fund only certain aspects of a request, 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.

## Assessment Criteria

PBF uses the following assessment criteria to evaluate the innovation, feasibility, efficacy, and reach of proposed initiatives, as well as the likelihood of attaining stated goals and objectives. **In reviewing a Community Grant request, PBF reviews the request on the following criteria:**

### Scope

Program objectives correspond with the purpose and intent of the Community Grant and the selected Funding Priority Area.

### Need

An immediate need is identified within the community served, and the program realistically addresses the need.

### Reach and Community Served

Demonstrates potential to reach significant numbers of community members. Information regarding the number of individuals, specific city or cities, neighborhoods, or communities that your proposed program will serve must be provided.

### Organizational Capacity

Possesses a record of organizational achievement and has the resources relevant to the proposed programming (human capital, expertise, etc.) to implement funded activities within the stated timeline.

### Measurable Outcomes

Demonstrates potential to yield measurable, tangible goals and objectives for the grant recipient and those it serves, and a plan to track and evaluate the outcomes.

### Business Model

Demonstrates financial prudence and effective resource allocation at both the organization level and for the requested program. The required budget form template can be found on [PBF's website](#).

### Sustainability

PBF gives significant weight to the organization's plan to sustain the program and its benefits beyond the funding period. Innovative elements of the design and intended implementation of funded activities, including opportunity to replicate, should be highlighted.

## Grant Acceptance and Payment

After a grant has been approved, an award letter along with the grant check will be delivered to the grantee at a scheduled check presentation. The grantee will sign the award letter and keep a copy for its files and return the original, with an original signature, to PBF as proof that it agrees to comply with the terms and conditions of the grant. PBF refers to this as the Acknowledgement Receipt.

## Reporting Requirements for 2019 Community Grants

All grantees are required to submit financial and narrative progress reports throughout the 12-month grant period, including:

- 3-Month Progress Report
- 6-Month Progress Report
- 12-Month Progress Report

Grantees are expected to track and share data about their programs and participants. Program milestones and measurable outcomes will be determined by the applicant and included in the Application, and grantees must respond to these outcomes in the progress reports.

All reports are a requirement of PBF's grant contract. **Failure to comply with reporting requirements will jeopardize future funding.**

## Requirements for Applications

The 2019 Community Grant Application is a detailed proposal of the organization's request, and how it intends to meet the main elements of PBF's funding requirements. Applicants must complete a short eligibility quiz prior to starting their Application.

Applications must be submitted through PBF's online grant application portal. No changes or additions will be accepted after submission.

Any updates to the Community Grant process will be published on PBF's website. Applicants are advised to monitor [www.TheProvidentBankFoundation.org](http://www.TheProvidentBankFoundation.org) regularly if they intend to apply in 2019.

### The Application should include clear and thorough information about the following items:

- ✓ **Funding Priority Area** (See page 1 for more information)  
Indicate the Funding Priority Area that your program will address.
- ✓ **Elevator Pitch**  
Tell us what you would say if you had only 30 seconds to explain how your program stands out from programs serving a similar population in your area. (150 words)
- ✓ **Use of Funds**  
Summarize how you would spend PBF funds to carry out this program. (100 words)  
  
The use of funds statement and the itemized program budget should be reflective of each other. Applicants are **required** to use PBF's [budget form template](#) when completing their Application.
- ✓ **Statement of Need**  
Describe the specific need in your community that the program meets and how you know this need exists. Include relevant demographic and community data as support. (100 words)
- ✓ **Target Audience**  
Explain who exactly will benefit from the program, including the projected number of individuals, city or cities, neighborhoods, or communities in [Provident Bank's marketplace](#) the program will impact. Use concrete numbers as much as possible. (150 words)
- ✓ **Program Activities**  
Describe the actions that grant funding will make possible. Explain who will take these actions and when. Tell us how these activities directly address your Statement of Need. (250 words)
- ✓ **Program Dosage**  
Describe how often and with what frequency participants will engage with the program. (100 words)
- ✓ **Timeline**  
Present a chronological description of key program activities and anticipated milestones at months three, six, and 12. (300 words)
- ✓ **Program Outcomes**  
Explain the specific impacts that your program activities will have on your beneficiaries or participants. Outcomes should describe changes in participants' knowledge, skills, health status, behaviors, or other important categories. (150 words)

Applicants must also include 3-5 measurable outcomes that will be tracked over the grant term.

While not required, PBF strongly recommends using a Logic Model to prepare your response. A Logic Model template can be found on [PBF's website](#).

- ✓ **Evaluation Plan**  
Specify the methods you will use to measure progress toward the outcomes stated above. (200 words)
- ✓ **Capacity & Staff Qualifications**  
Explain your organization’s qualifications to carry out this program. Provide brief descriptions of your program’s staffing plan and the qualifications of your staff members. (150 words)
- ✓ **Sustainability**  
Explain your plan for sustaining the impact of your program beyond the PBF grant period. PBF is interested in continuation strategies that are not contingent solely on the receipt of new external funding. (100 words)
- ✓ **Communication/Social Media**  
Describe the platforms you have at your disposal to communicate information about your proposed program and who are the audiences. (50 words)
- ✓ **Demographic Information**  
Specify where programming will take place, as well as where program participants will come from.  
  
If applicable, you’ll be asked to provide information on the following:
  - Statistics on low-to-moderate income individuals served
  - Plans for community stabilization or revitalization

**Applicants are required to submit the following attachments as PDF documents:**

- Form 990 from the most recent fiscal year (See page 3 for more information)
- Organization’s annual budget
- Itemized program budget using [PBF’s required budget form template](#)
- Program budget narrative
- Names and affiliations of your Board of Directors/Trustees
- List of grants applied for in the past 24 months and amounts received
- Organization’s achievements over the past three (3) years (500 words)
- *Optional attachment:* Supporting program material, specific to the request
- *Optional attachment:* Financial statements (See pages 3 for more information)
- *Optional attachment:* IRS determination letter (See pages 3 for more information)

**Only complete Applications will be reviewed.** PBF will use its best efforts to communicate responses within 90 days of receiving the Application.

Click [here](#) to apply