

# COVID-19 Emergency Response 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 relationships with communities in the [Bank's marketplace](#).

## Overview and Purpose

The Provident Bank Foundation has committed \$125,000 toward awarding grants to nonprofit organizations impacted by the COVID-19 pandemic. The purpose of these grants is to ensure that essential organizations remain able to meet the needs of their beneficiaries in the New Jersey and Pennsylvania communities served by Provident Bank. Organizations may request up to \$5,000.

## Project Guidelines

**COVID-19 Emergency Response Grants must address immediate needs or impacts resulting from COVID-19, including, but not limited to:**

- Increased demand for services, for organizations providing critical support and emergency basic needs;
- Ensuring that critical staff and/or essential services have the tools to continue operating;
- Modifying program delivery modes, for organizations that have reduced access to their services and programs in response to social distancing requirements and safety protocols; and
- General operating support/lost revenue due to closures and cancellations of essential programs/services, as well as other business model challenges resulting from the pandemic and its aftermath.

## Process and Timeline

**WE STRONGLY ENCOURAGE YOU TO EMAIL THE FOUNDATION BEFORE APPLYING TO DETERMINE IF THIS GRANT PROGRAM IS RIGHT FOR YOUR ORGANIZATION — [Foundation@Provident.Bank](mailto:Foundation@Provident.Bank)**

COVID-19 Emergency Response Grant Applications are available to eligible nonprofit organizations whose operations are impacted by the COVID-19 pandemic, and that are meeting the needs of beneficiaries in the New Jersey and Pennsylvania communities served by Provident Bank.

Requests will be considered on a rolling basis until all funds are awarded.

## Funding Priority Areas

PBF funds applicants who are prepared to address a specific, immediate need aligned to PBF's Funding Priority Areas. COVID-19 Emergency Response Grant applicants must measure their project's impact in a manner appropriate to **one** Funding Priority Area.

- **Community Enrichment:** Programs that drive economic development, contribute to a more well-rounded community experience, serve those with special needs, and provide increased access to information and culture.
- **Education:** Innovative programming that expands access to, and improves the quality of, well-rounded educational experiences through strong academic support and curriculum development.
- **Health, Youth & Families:** Programs that ensure people of all ages and means have the ability to live healthier, more fulfilling lives, including access to quality healthcare, nutrition and wellness, and mentorship opportunities.

## What PBF Will Not Fund

The Provident Bank Foundation's COVID-19 Emergency Response Grant 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
- Sponsorships or fundraising events

## Eligibility Guidelines

### Active Grantees and Recent Applicants

- Organizations with an active PBF grant from 2019 **must** contact [Foundation@Provident.Bank](mailto:Foundation@Provident.Bank) if they wish to be considered for a COVID-19 Emergency Response Grant.
- Organizations that have received or applied for funding from PBF in 2020 **may not** submit a COVID-19 Emergency Response Grant request.

### Tax Status

Organizations seeking a 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 COVID-19 Emergency Response Grant, organizations must be in good standing with the IRS.

### Geography

Applicants must be based in, serve, or demonstrate proposed project 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

## Right to Reject

PBF reserves the right to:

- Reject any or all requests submitted
- Adjust program guidelines, including submission deadlines
- Contact you to discuss your request and/or request additional information

**Submitting a request does not guarantee funding by The Provident Bank Foundation.**

## Other Policies

- PBF only accepts one (1) request per organization per calendar year at any level. This includes sponsorship and/or event requests.
- An organization whose request is not funded in 2020 may apply for funding in 2021, 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 feasibility, efficacy, and reach of proposed initiatives. **PBF reviews COVID-19 Emergency Response Grant requests on the following criteria:**

### Scope

Objectives align with the purpose and intent of the COVID-19 Emergency Response Grant.

### Need

An immediate need or impact resulting from COVID-19 is identified within the community served, and the request realistically addresses that need.

### Reach and Community Served

Demonstrates the potential to reach significant numbers of community members. Information must be provided regarding the specific communities your organization will serve.

## Grant Term and Future Funding in 2020

All COVID-19 Emergency Response Grant terms will terminate on December 31, 2020. Organizations that receive a COVID-19 Emergency Response Grant **will not** be eligible for additional funding from PBF in 2020.

## Grant Acceptance and Payment

After a grant has been approved, an award letter, grant contract, and the grant check will be delivered to the grantee by mail. The grantee will sign the grant contract 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.

## Reporting Requirements

All COVID-19 Emergency Response grantees will have a follow-up call with PBF later in the calendar year to discuss the impact of the grant funds.

## Requirements for Applications

COVID-19 Emergency Response Grants must address immediate needs or impacts resulting from COVID-19, including, but not limited to:

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Applications must be submitted through PBF's online grant application portal, accessible from [PBF's website](#). Due to the anticipated high volume of requests, no changes or additions will be accepted after submission.

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

- ✓ **Funding Priority Area**  
If your organization is applying for general operating support, please select the Funding Priority Area that most closely aligns with the organization's mission.
- ✓ **Amount Requested**  
Organizations may request up to \$5,000.
- ✓ **Statement of Need**  
The purpose of the COVID-19 Emergency Response Grant is to ensure that essential nonprofit organizations remain able to meet the needs of their beneficiaries. Summarize how your organization will utilize grant funds if awarded. Please be as detailed as possible.
- ✓ **Target Audience**  
Explain who exactly will benefit from the project. Please note if your organization works with a vulnerable population that is at greater risk due to the impact of COVID-19.
- ✓ **Community**  
List the counties served and top five (5) cities or communities in [Provident Bank's marketplace](#) the program will impact.

**If you have contacted the Foundation  
and are ready to apply, please [click here](#)**