

# 2021 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

Beginning in 2021, The Provident Bank Foundation's Community Grant program will focus on funding organizations in need of strategic operating support. Community Grants will be awarded to eligible organizations as general operating support or unrestricted grants.

We believe that unrestricted funding to organizations whose missions are aligned with ours is the best way to achieve lasting impact and give our grant partners the flexibility needed to reach their goals. Rapidly changing societal circumstances are causing the needs of our communities to shift dramatically. Allowing our partners to modify their use of funds accordingly will enable them to innovate, grow, and serve their communities in the way they know best. This will allow them to maintain momentum no matter what crises strike, and deploy funds in the most beneficial manner.

## Community Grant General Support Funding Priority Areas

PBF funding directly supports efforts to enhance the quality of life in the New Jersey, New York, and Pennsylvania communities served by Provident Bank through three Funding Priority Areas: Community Enrichment, Education, and Health, Youth & Families. Organizations applying for a Community Grant must demonstrate their mission's alignment to **one** Funding Priority Area.

Funding Priority Area	
<b>Community Enrichment</b>	Organizations 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.
<b>Education</b>	Organizations that expand access to, and improve the quality of, well-rounded educational experiences through strong academic support and curriculum development.
<b>Health, Youth &amp; Families</b>	Organizations 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, or mentorship opportunities.

**Any updates to the Community Grant process will be published on our website. Applicants are advised to monitor [www.TheProvidentBankFoundation.org](http://www.TheProvidentBankFoundation.org) regularly if they intend to apply in 2021.**

## Process and Timeline

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

**PBF will accept Applications on a rolling basis from 9:00 AM EST on Monday, January 4, 2021 until 3:00 PM EST on Friday, October 29, 2021.** We will use our best efforts to review requests and 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 2021, a Community Grant will provide funding from \$1,000 up to and including \$5,000.

The primary purpose of a Community Grant is to address an organization's need for strategic general operating support in an effort to support the organization as a whole. Our Community Grant program is a tool for strategic philanthropy, which can give an organization the means and flexibility to increase efficiency and impact.

We believe general operating support matters because effective projects and programs are only possible if the organization is running in a healthy manner; and so, the Community Grant aims to help organizations carry out their missions by providing unrestricted grants. **While the use of these funds is at the discretion of the organization, The Provident Bank Foundation expects all organizational expenditures to be part of a board-approved annual budget.**

## Use of Community Grant Funds

- **Community Grant funds may cover day-to-day activities or ongoing expenses.** Examples include administrative salaries, utilities, office supplies, technology maintenance, etc., as well as program or project costs, technology purchases, and professional development.
- **Organizations must demonstrate impact within [Provident Bank's marketplace](#).**
- **Funds must be allocated for the fiscal year in which the grant was received.** For example, an organization with a fiscal year end of June 30 that receives a grant in September 2021 must allocate grant funds for FYE 6/30/2022.
- **Community Grants are 12-month grants.** Organizations that receive a Community Grant are not eligible to receive additional funding from PBF until the grant term concludes and the final report has been received. No exceptions will be made.

If you have questions regarding these use of funds stipulations, please contact [Foundation@Provident.Bank](mailto:Foundation@Provident.Bank).

## What PBF Will Not Fund

The Provident Bank Foundation **does not** accept requests from:

- 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
- Municipalities or government agencies

In addition, PBF **does not** provide support for:

- 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

## Eligibility Guidelines

**Requests from organizations that do not meet PBF's eligibility criteria will be automatically declined.**

### 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)**. We recommend checking your organization's status at [www.guidestar.org](http://www.guidestar.org) prior to accessing the Application.

### Financial Requirements

PBF supports grantee organizations that meet high standards of governance, accountability, and fiscal management. To apply for a Community Grant, organizations must submit the following:

- **Form 990 from the most recent fiscal year end** – If your organization files a 990-N (e-postcard), you must also provide the organization's balance sheet, profit and loss statement, and IRS determination letter
- **Board-approved annual organizational budget** for the fiscal year in which the grant would be allocated

### Geography

Applicants must be based in, serve, or demonstrate impact **in at least one community where Provident Bank has a [physical presence](#)** within the following geographies:

- **New Jersey:** Bergen, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, Union, and/or Warren County
- **New York:** Astoria (Queens)
- **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 active grants from PBF. Active grantee organizations cannot apply for additional funds **until the following requirements have been met:**

- The 12-month grant term on the most recent grant has concluded
- All required progress reports have been received
- The mandatory hiatus period stipulated by their grant contract has concluded (if applicable)

## 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 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.
- An organization whose request is declined in 2021 may apply again in 2022, 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.

## Grant Acceptance and Payment

After a grant has been approved, an award letter, grant contract, and an optional ACH form for electronic payment will be emailed to the grantee (if opting out of the ACH e-payment, a grant check will be delivered by mail). The grantee must sign the grant contract and return a copy to PBF by email as proof that it agrees to comply with the terms and conditions of the grant.

## Reporting Requirements for 2021 Community Grants

All grantees are required to participate in a midterm check-in call, as well as submit a final report at the end of the 12-month grant period. The final report **must** be submitted through PBF's online grant portal.

Final reports may include a written narrative, annual report, or other reporting format approved by PBF that includes data and information about what the organization accomplished with use of the grant funding and the resulting impact on participants.

Reporting is a requirement of PBF's grant contract. **Failure to comply will jeopardize future funding.**

## How to Apply

The 2021 Community Grant Application is a proposal of how the organization intends to use PBF's funds for strategic operational support, and how it will make an impact within Provident Bank's marketplace in the designated fiscal year. At the time of submission, the organization will also submit a series of documents, such as: Form 990, organizational budget, and project budget with budget narrative (if applicable). **PBF will accept Applications on a rolling basis from 9:00 AM EST on Monday, January 4, 2021 until 3:00 PM EST on Friday, October 29, 2021.**

The Provident Bank Foundation evaluates inquiries and proposals on the following criteria:

- Closeness of fit with the priorities of the Community Grant program
- Alignment of the organization to the selected Funding Priority Area
- Significance of the need to be addressed
- Demonstrated impact within Provident Bank's marketplace
- Potential to achieve significant and enduring results
- Capacity of the applicant to accomplish its goals and objectives
- Appropriateness of the budget, financial prudence, and effective resource allocation

During the review, representatives of the Foundation may hold site visits and meetings with the applicant's staff. The time required to review a proposal varies according to the proposal itself, the issue areas, and the number of proposals in review. We will use our best efforts to review requests and communicate responses within 90 days of receiving the Application.

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

## Application Requirements

Applications must be submitted through PBF's online grant application portal. Applicants will be prompted to complete a short eligibility quiz at the start of their Application. No changes or additions will be accepted after submission.

**Applications should include clear and thorough information about the following items:**

- ✓ **Current Fiscal Year End Date**
- ✓ **Funding Priority Area Alignment** (See page 1 for more information)  
Describe how the organization's mission aligns with the selected Funding Priority Area. (100 words)
- ✓ **2021 Overview**  
Tell us what your organization hopes to accomplish in 2021 and how our funding will help your organization achieve these strategic goals and meet its mission. (150 words)
- ✓ **Purpose of Funding Requested**  
Will funds be used for general operating support or for a particular program/project? Describe how funding will help your organization achieve strategic goals and meet its mission in 2021. (150 words)
- ✓ **Statement of Need**  
Describe the specific community need(s) that your organization addresses and how you know this need exists. Include relevant, local demographics and community-based data as support. (100 words)
- ✓ **Target Audience**  
Describe the population(s)/audience(s) your organization typically serves, including the total projected number of people you hope to benefit in 2021. If funding is for a new program/project, provide a reasonable projection. (150 words)
- ✓ **Representation**  
What steps will you take to include diverse communities in your audience (BIPOC, persons with mental/physical disabilities, youth at risk, older adults, economically disadvantaged people, etc.)? How will you ensure your organization reflects your community and the needs of the individuals you serve? (150 words)

- ✓ **Organizational Outreach**  
How will you reach your target audience? What methods of communication will you use to communicate about your programs and services? (100 words)
- ✓ **Strategic Goals and Outcomes**  
What are the organization's strategic goals for 2021? Include the outcomes you are seeking to achieve during the year that will advance your mission. (250 words)
- ✓ **Organizational Activities**  
Describe the actions the organization will take in 2021 to meet your strategic goals. Explain how and with what frequency participants will engage with your organization. Tell us how these activities directly address your target audience and their needs. (250 words)
- ✓ **COVID-19**  
Describe the impact COVID-19 has had on your organization. What steps will you take to ensure success in 2021 in light of any mandated restrictions that might impact your ability to offer your programs or services?
- ✓ **Contingency Plans**  
Realizing that funding may not meet your organization's expectations, or that your request may only be partially funded, describe what other options or contingency plans your organization has explored to enable it to move toward its 2021 goals.
- ✓ **Demographic Information**  
You'll be asked to provide information on the following, if applicable to your organization:
  - Statistics on low-to-moderate income individuals served
  - Affordable housing
  - 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 end (See page 2 for more information)
- Board-approved annual budget for the fiscal year in which the grant will be allocated
- Names and affiliations of your Board of Directors/Trustees
- *Optional attachment:* Supporting program material, specific to the request

**For organizations seeking support for a specific program or project:**

- Itemized program budget in PBF's required format (available for download on our website)
- Program budget narrative

**For organizations that file a Form 990-N e-postcard (See page 2 for more information):**

- Balance sheet and profit and loss statement from the most recent fiscal year end
- IRS determination letter

Click [here](#) to apply