

# 2021 Major 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 Provident Bank Foundation's Major Grant will focus on funding programs, projects, or initiatives that address immediate needs, create meaningful impact, and lead to sustainable community enhancement. PBF seeks to build relationships with organizations that have the capacity and drive to create systems change.

## Major Grant 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 Major Grant must measure their program's impact in a manner that aligns with **one** Funding Priority Area.

Funding Priority Area	
<b>Community Enrichment</b>	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.
<b>Education</b>	Innovative programming that expands access to, and improves the quality of, well-rounded educational experiences through strong academic support and curriculum development.
<b>Health, Youth &amp; Families</b>	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.

**Any updates to the Major 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

PBF will review Major Grant requests in two stages:

- 1) Eligible organizations must submit a Letter of Intent (LOI) which will be reviewed and scored for alignment with the priorities of the Major Grant.
- 2) If an LOI passes the initial review, the applicant organization will be invited to submit an Application. Final awards will be made after the review and approval of Applications by PBF's Board of Directors.

Key dates in the 2021 calendar year process are shown below.

### Cycle 1

Letter of Intent available	January 4 at 9:00 AM EST
Letter of Intent due	January 22 by 3:00 PM EST
Notification of Letter of Intent decisions	Week of February 22
Application due	March 19 by 3:00 PM EST
Notification of Application decisions	Week of April 26
Check presentations (virtual)	May 3 through May 28
<b>Grant term</b>	<b>May 1, 2021–April 30, 2022</b>

### Cycle 2

Letter of Intent available	July 1 at 9:00 AM EST
Letter of Intent due	July 23 by 3:00 PM EST
Notification of Letter of Intent decisions	Week of August 23
Application due	September 17 by 3:00 PM EST
Notification of Application decisions	Week of November 1
Check presentations (virtual)	November 8 through December 3
<b>Grant term</b>	<b>November 1, 2021–October 31, 2022</b>

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

## Program Guidelines

In 2021, a Major Grant will provide funding over \$5,000 up to and including \$25,000.

The goal of the Major Grant is to support organizations that have identified an immediate need in the community and for the individuals they serve. PBF seeks programs, projects, or initiatives that will make a meaningful impact on the communities that [Provident Bank](#) serves. Requests that detail reliable methods for measuring change over time will have a competitive advantage, as will those that offer a regular and sustained presence in the lives of program participants.

## 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, Major Grants **do 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
- Sponsorships or fundraising events

## Eligibility Guidelines

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

### Tax Status

Organizations seeking a Major 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 Letter of Intent.

### Financial Requirements

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

- **Audited OR reviewed financial statements from the most recent fiscal year end** – If your organization does not have audited or reviewed financial statements, it is **not eligible** for a Major Grant.
- **Form 990 from the most recent fiscal year end**

Those invited to submit an Application will be required to submit the following:

- **Itemized program budget using PBF's required budget form template** – The budget form template can be found on [PBF's website](#).

### 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 either a Letter of Intent or an Application 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.

## Joint Requests and Collaborations

PBF believes in the power of collaboration, and that organizations can achieve more by working together than they can alone. PBF gives special consideration to two or more organizations that seek to create or expand innovative programming together to achieve measurable outcomes for the people they serve.

### Collaboration with Nonprofits, Colleges, or School Districts

If your program, project, or initiative relies on a relationship with another nonprofit organization, college, university, or school district, this must be disclosed in the LOI, and a Memorandum of Understanding (MOU) must be submitted with the Application. The MOU should detail an agreement between the collaborating organizations and states the roles and responsibilities of each agency for the duration of the program. If you are partnering with a school for the proposed program, the MOU must be executed **with the school district**, not with the individual school, to ensure commitment to the program.

Additionally:

- One of the collaborating organizations must be designated as the “principal applicant” to apply for, receive, and allocate the grant funds.
- All partner organizations are subject to the same rules and requirements and policies as the principal applicant.
- All partners must supply the same qualifying paperwork as the primary applicant.
- Joint requests must define the following in the Application:
  - Statement of Need (i.e., Why are you working together on this program?)
  - Proposed Model of Collaboration: Assignment of program responsibilities

### Collaboration with Businesses, Vendors, or Contractors

If your organization is utilizing the services of a for-profit business, vendor, or fee-for-service contractor to facilitate the proposed program, this must be disclosed in the LOI, and a fully executed contract or service agreement must be submitted with the Application. The contract or service agreement should clearly state each party's obligations and promises to the other, and address the term of the agreement and how the contract may be terminated. *If a contract or service agreement for partnership with a business, vendor, or contractor is contingent upon securing grant funding for the proposed program, this must be stated in the LOI.*

In the Application, the following must be addressed:

- Statement of Need (i.e., Why are you working together on this program?)
- Proposed Model of Collaboration: Assignment of program responsibilities

## 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 Major Grant request, PBF scores the request on the following criteria:**

### Scope (15 points)

Program objectives align with the purpose and intent of the Major Grant and the selected Funding Priority Area.

### Need (15 points)

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

### Reach and Community Served (15 points)

Demonstrates potential to reach significant numbers of people in [Provident Bank's marketplace](#). Information must be provided regarding the number of individuals and the specific communities your proposed program will serve.

### Organizational Capacity (15 points)

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

### Measurable Outcomes (15 points)

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 (15 points)

Demonstrates good financial health and effective resource allocation at both the organization level and for the requested program/project/initiative.

### Sustainability (10 points)

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, 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 Major Grants

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

Grantees are expected to track and share data and information about their program/project/initiative. Performance metrics, program milestones, and measurable outputs will be determined by the applicant and listed in the Application; grantees must respond to each in the midterm and final reports.

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

## Requirements for Letters of Intent

The first stage of the 2021 Major Grant application process is the Letter of Intent (LOI). The LOI is an overview of the organization's request that outlines how the program/project/initiative meets the purpose and intent of the grant program. Applicants wishing to submit an LOI must complete a short eligibility quiz prior to starting their LOI.

**LOIs must be submitted through PBF's online grant application portal on or before the stated deadline.** Late submissions will not be accepted. No changes or additions will be accepted after the deadline. Only complete LOIs will be reviewed.

The LOI should include clear and concise information about the following items:

- ✓ **Program Start Date**
- ✓ **Funding Priority Area Alignment** (See page 1 for more information)  
Describe how this program aligns with the selected Funding Priority Area. (100 words)
- ✓ **Elevator Pitch**  
What would you say if you had only 30 seconds to explain your program/project/initiative? How does it stand out from those serving a similar population in your area? (150 words)
- ✓ **Statement of Need**  
Describe the specific community need(s) that the program/project/initiative addresses and how you know this need exists. Include relevant demographic and community data as support. (100 words)
- ✓ **Target Audience**  
Who or what (clients, participants, communities, environments) do you hope will change or benefit as a result of your efforts? Include any key details about your approach, including the number of individuals you anticipate serving. (150 words)
- ✓ **Community**  
List the cities, neighborhoods, or communities the program/project/initiative will impact. If serving multiple cities, list up to the top five (5) served.
- ✓ **Use of Funds**  
Summarize how you would spend PBF funds to carry out this program. Include detail on what percentage of grant funds would support program expenses and general operations. (100 words)
- ✓ **Program Activities**  
Describe the actions that grant funding will make possible and how these activities directly address your target audience and their needs. (200 words)
- ✓ **Impact**  
How do you expect your target audience will change or benefit as a result of your program? (150 words)
- ✓ **Capacity**  
Explain your organization's qualifications to carry out this program. (100 words)
- ✓ **Funding Contingency**  
Understanding that your request may only be partially funded, describe what other options or contingency plans your organization has explored to enable it to advance this program/project/initiative.
- ✓ **Joint Request Information** (See page 4 for more information)  
If this is a joint request, identify the collaborative partners.

In addition, the LOI submission must include the following attachments as PDF documents (See page 3 for more information):

- Audited OR reviewed financial statements from the most recent fiscal year end
- Form 990 from the most recent fiscal year end

## Requirements for Applications

After LOIs have been evaluated, those invited to proceed to the Application stage will be contacted by email during the stated timeframe, and the Application will be made available in the applicant's account portal.

Applications follow the same basic contours of the LOI, but carry additional requirements and are expected to be more detailed. Applicants are required to use PBF's [budget form template](#) when completing their Application.

**Applicants must notify PBF in writing if there have been changes to the executive leader or grant contact prior to submitting the Application.**

Applications must be submitted through PBF's online grant application portal with all required attachments on or before the stated deadline. Late submissions will not be accepted. No changes or additions will be accepted after the deadline.

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

- ✓ **Program Need**  
How was the need for this program/project/initiative determined? How does it directly relate to the need of your target audience outlined in the LOI? (100 words)
- ✓ **Program Dosage**  
Describe how often and with what frequency participants will engage with the program/project/initiative. (100 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)
- ✓ **Program Outreach**  
How will you reach your target audience? What methods of communication will you use to communicate about your programs and services? (100 words)
- ✓ **Timeline** (See page 2 for grant terms)  
Present a chronological description of key program activities and milestones at months three, six, and 12 based on the grant term. (300 words)
- ✓ **Outcome Statement**  
List the most important outcomes you are seeking to achieve. How do you expect your target audience will change or benefit as a result of your program? You may add to or edit your response from the LOI. (150 words)
- ✓ **Measurable Outputs**  
List 3–5 measurable outputs you will take with your target audience over the grant term to create the desired changes or benefits outlined in your Outcome Statement. Outputs should be listed with their anticipated 12-month results.
- ✓ **Evaluation Plan**  
Specify the methods you will use to measure progress toward the stated outputs. (200 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**  
What happens if activities, outcomes/outputs, or other program aspects do not work out as designed or anticipated? How will you change or adjust the program to make course corrections? (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)
  - ✓ **Joint Request Information** (if applicable)
    - Statement of Need (i.e., Why are you working together on this program?)
    - Proposed Model of Collaboration: Assignment of program responsibilities
  - ✓ **Demographic Information**  
Specify where programming will take place, as well as where program participants will come from and how many will be served.
- You'll also be asked to provide information on the following, if applicable to the program/project/initiative:
- 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:**

- Board-approved annual budget
- Itemized program budget in [PBF's required format](#)
- 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
- Any additional information or documentation requested by PBF
- *Optional attachment:* Supporting program material, specific to the request

**For Joint Requests (see page 4 for more information):**

**Collaboration with nonprofits, colleges, or school districts:**

- Memorandum of Understanding from all partner organizations (For schools, MOUs must be executed **with the school district**)
- Audited OR reviewed financial statements from all partner organizations
- Names and affiliations of Board of Directors/Trustees from all partner organizations

**Collaboration with businesses, vendors, or contractors:**

- Contract or service agreement from all partner businesses, vendors, or contractors

Click [here](#) to apply