2022 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. We are committed to strengthening and sustaining its relationship with communities in the Bank's marketplace.

Overview and Purpose

The Community Grant program provides $1,000–$5,000 in **unrestricted, general operating support** to eligible organizations with missions that are aligned with ours.

Rapidly changing societal circumstances are causing the needs of our communities to shift dramatically. Allowing flexibility to use grant funds accordingly will enable grantees to respond to the community in the ways they know best, allowing them to maintain momentum no matter what crises strike, and to deploy funds in the most beneficial manner.

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** of these funding priority areas.

Funding Priority Area	Community Grant Focus Point
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.

Any updates to the Community Grant process will be published on our website.
Applicants are advised to monitor theprovidentbankfoundation.org regularly if they intend to apply in 2022.

Eligibility

Organizations must meet the following criteria to be eligible to apply for a Community Grant.

- Grants are restricted to organizations serving or demonstrating impact in Provident Bank's marketplace, specifically within or contiguous to communities where Provident Bank has branch locations. (Visit provident.bank/branch-locator for a full list of locations.)
- Requests will only be considered from nonprofit organizations certified as a tax exempt under **Section 501(c)(3)** of the Internal Revenue Code <u>and</u> classified as not a private foundation under **Section 509(a)(1)** or **509(a)(2)**. *PBF does not fund organizations using a third-party fiscal sponsor's Tax ID or exempt status.*
- Applicants must have filed at least one Form 990, Form 990-EZ, or Form 990-N.
    - *If your organization has not yet filed a Form 990, it is not eligible for a Community Grant.*
    - *If your organization files a Form 990-N (e-postcard), you must submit a balance sheet or profit and loss statement from the most recent fiscal year end.*
- Requests will not be accepted from organizations with active grants from PBF or with outstanding progress reports from past grants.

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.**

As a general practice, PBF does not support:

- Organizations using a third-party fiscal sponsor's Tax ID or exempt status
- Municipalities or government agencies
- Loans, scholarships, fellowships, or grants to individuals
- Private foundations or grants to other grant-making organizations
- Sectarian religious activities, political lobbying, or legislative activities
- Annual funds, galas, or other special event fundraising activities
- Endowments, capital campaigns, or construction projects
- Organizations that discriminate on the basis of race, creed, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations

Other Policies

- PBF only accepts one (1) grant request per organization per calendar year at any level.
- If your request is declined in 2022, you may not apply for another grant until 2023.
- Applicants that have been declined may request verbal feedback on their request by appointment only.

How to Apply

To apply for a Community Grant, eligible organizations must submit a complete application which will be made available on our online grant portal.

PBF will accept applications on a rolling basis from 9:00 AM EST on February 14, 2022 until 3:00 PM EST on October 28, 2022. Submissions will not be accepted after the deadline.

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 make every effort to review requests and communicate responses within 90 days of receiving the application. All applicants will receive an email response either approving or declining their request.

Completing the Application

The 2022 Community Grant application should detail how the organization intends to use PBF's funds to make an impact within 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 a project budget narrative (if applicable).

Only complete LOIs with all required attachments will be reviewed. Applications will be assessed based on the priorities of the Community Grant and will take into account the following:

- Alignment of the organization's mission to the selected funding priority area
- Significance of the need to be addressed
- Demonstrated impact within Provident Bank's marketplace
- Capacity of the applicant to accomplish its goals and objectives
- Appropriateness of the budget, financial prudence, and effective resource allocation

Any updates to the application process will be published on our website. Applicants are advised to monitor theprovidentbankfoundation.org regularly.

Your application should include clear and thorough information about the following items:

✓ **Fiscal Year Overview**
What are the organization's strategic goals for your current fiscal year? If funds will be applied to your next fiscal year, please detail the strategic goals for that time period instead.

✓ **Purpose of Funding Support**
Will funds be used for general operating support, day-to-day expenses, or for a particular program/project/initiative? Describe how funding will help your organization achieve its strategic goals and meet its mission.

✓ **Total Budget for the Program/Project/Initiative**
If you are applying for program/project/initiative support, please list the total budget. Use whole numbers only (no decimals).

✓ **Funding Priority Area** (See page 1 for more information)

✓ **Funding Priority Area Alignment**
Describe how the organization's mission aligns with the selected Funding Priority Area.

✓ **Statement of Need**
Describe the specific community need(s) that your organization addresses and how you know this need exists. Only include relevant demographic and community data that relate directly to the needs that you address.

✓ **How many people do you anticipate serving during the fiscal year?**
If funding is for a new program/project/initiative, provide a reasonable projection.

✓ **Target Audience**
Describe the population(s)/audience(s) your organization serves.

✓ **Organizational Activities**
Describe the actions the organization will take 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.

✓ **Impact**
What are the direct and indirect impacts you hope to have on the target audience and community?

✓ **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?

✓ **Organizational Outreach**
How will you reach your target audience? What methods of communication will you use to communicate about your programs and services?

✓ **Contingency Plans**
What happens if activities, 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?

✓ **Community**
List the top three (3) cities, neighborhoods, or communities the organization/program will impact.

✓ **Demographic Information**
You'll be asked to provide information on the following, if applicable:

- Statistics on low-to-moderate income individuals served
- Affordable housing
- Plans for community stabilization or revitalization

The application submission must include the following attachments as PDF documents:

- Form 990 from the most recent fiscal year end*
- Board-approved organizational budget for the **current** fiscal year
- Names and affiliations of your Board of Directors/Trustees
- **For organizations seeking support for a specific program or project:** Program budget narrative

If your organization files a Form 990-N (e-postcard), you must submit a balance sheet or profit and loss statement from the most recent fiscal year end.

Grant Acceptance and Payment

After a grant has been approved, an award letter, digital grant contract, and an ACH form for electronic payment will be emailed to the grantee (if opting out of the ACH e-payment, a grant check will sent via UPS). E-signature on the digital grant contract confirms that the grantee agrees to comply with the terms and conditions of the grant. The grant payment will be made after the contract has been signed and returned.

Reporting Requirements for 2022 Community Grants

During the 12-month grant period, grantees are required to 1) participate in a midterm check-in call or site visit and 2) submit a final written report. Final reports 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 information about what the organization accomplished over the grant term and the resulting impact on participants.

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

Click [here](#) to apply