

# 2022 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. We are committed to strengthening and sustaining its relationship with communities in the [Bank's marketplace](#).

## Overview and Purpose

The Major Grant program provides **flexible funding support** for programs, projects, or initiatives that address one or more of PBF's funding priority areas and demonstrate community enhancement and meaningful impact over the grant term. Major Grants will be awarded in the amount of \$5,001–\$25,000 to eligible organizations.

## 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** of these funding priority areas.

Funding Priority Area	Major Grant Focus Point
<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 [the Provident Bank Foundation.org](http://the Provident Bank Foundation.org) regularly if they intend to apply in 2022.**

## Eligibility

Organizations must meet the following criteria to be eligible to apply for a Major 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](https://www.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 and 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 audited financial statements OR a financial review conducted by an independent auditor. *If your organization does not have audited financial statements or a financial review, it is not eligible for a Major Grant.*
- Requests will not be accepted from organizations with active grants from PBF or with outstanding progress reports from past grants.

The Provident Bank Foundation will consider funding requests that include:

- Administrative costs and salaries
- Program funding
- Equipment purchases
- Sustaining existing programs
- New program start-up expenses in an established organization

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
- Existing deficits, retroactive funding, or debt reduction
- 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

In 2022, PBF will offer two application cycles for the Major Grant program.

Eligible organizations must submit a Letter of Intent which will be made available on our online grant portal. Only requests submitted within the designated timeframe will be considered for funding.

LOIs will be reviewed and scored for alignment with the programmatic priorities of the Major Grant. All applicants will receive an email response either declining their request or inviting them to submit the full application.

Final awards will be made after the review and approval of applications by PBF's Board of Directors.

## Timeline for Application and Review

### Cycle 1

Letters of Intent Available	April 1 at 9:00 AM EST
Letters of Intent Due	April 22 by 3:00 PM EST
Notification of Letter of Intent Decisions	May 23
Applications Due	June 17 by 3:00 PM EST
Notification of Application Decisions	July 29
Grant Term	August 1, 2022–July 31, 2023

### Cycle 2

Letters of Intent Available	July 1 at 9:00 AM EST
Letters of Intent Due	July 22 by 3:00 PM EST
Notification of Letter of Intent Decisions	August 22
Applications Due	September 16 by 3:00 PM EST
Notification of Application Decisions	October 28
Grant Term	November 1, 2022–October 31, 2023

## Partnerships, Collaboration, and External Vendors

PBF believes in the power of collaboration and that we accomplish more by working together than we do alone. To submit a request in partnership with another nonprofit or school district, the following will be required:

- One of the organizations must be designated as the “principal applicant” to apply for, receive, and allocate the grant funds.
- Partner organizations are subject to the same rules, requirements, and policies as the principal applicant.
- A Memorandum of Understanding or collaborative agreement signed by each partner organization must be submitted with the full application. If you are partnering with a school, the agreement must be executed **with the school district**, not with the individual school, to ensure commitment to the program.

If entering into an agreement with a vendor, a copy of the contract will be requested with the full application.

## 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 your goals and objectives.

**Scope (15 points)** | Program objectives align with the purpose and intent of the grant program, the selected funding priority area, and the corresponding Major Grant focus point.

**Need (15 points)** | A systemic problem is identified within the community served, and the initiative realistically addresses the need.

**Reach and Community Served (15 points)** | Demonstrates potential to reach significant numbers of people in [Provident Bank's marketplace](#).

**Organizational Capacity (15 points)** | Possesses the resources relevant for the proposed programming (human capital, expertise, etc.) to implement funded activities within the stated timeline.

**Impact (15 points)** | Demonstrates potential to yield direct and indirect impact for those it serves, and a plan to track and evaluate the initiative's progress.

**Business Model (15 points)** | Demonstrates good financial health and effective resource allocation at both the organization level and for the requested initiative.

**Sustainability (10 points)** | PBF gives significant weight to the organization's plan to sustain the program and its benefits beyond the funding period.

## 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 be 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 Major 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.

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

## Completing the Letter of Intent

The Letter of Intent must be submitted through PBF's online grant portal on or before the stated deadline (see page 3 for more information). Late submissions will not be accepted. Only complete LOIs with all required attachments will be reviewed.

Any updates to the LOI process will be published on our website. Applicants are advised to monitor [theProvidentBankFoundation.org](https://theProvidentBankFoundation.org) regularly during all phases of the application process.

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

- ✓ **Program Start Date**
- ✓ **Funding Priority Area** (See page 1 for more information)
- ✓ **Scope**  
Describe the scope of this program/project/initiative. What would you say if you had only 30 seconds to explain it? How does it stand out from others serving a similar population in your area?
- ✓ **Statement of Need**  
Describe the specific community needs that the program/project/initiative addresses and how you know these needs exist. Only include relevant demographic and community data that relate directly to the needs that your program/project/initiative will address. **Be as detailed as possible.**
- ✓ **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.**
- ✓ **Community**  
List the top three (3) cities, neighborhoods, or communities the program/project/initiative will impact.
- ✓ **Use of Funds**  
How do you anticipate utilizing PBF funds for this program/project/initiative?
- ✓ **Program Activities**  
Describe the actions that grant funding will make possible. Explain who will take these actions and when.
- ✓ **Impact**  
What are the direct and indirect impacts this program/project/initiative will have on the target audience and community.
- ✓ **Capacity**  
Explain your organization's qualifications to carry out this program.
- ✓ **Partnerships, Collaboration, and External Vendors** (See page 3 for more information)
  - Identify and provide contact information for any businesses, organizations, or agencies with which you will collaborate to implement this program/project/initiative.
  - Statement of Need (Why are you working together on this program?)
  - Proposed Model of Collaboration (Assignment of program responsibilities.)

✓ **Funding Contingency**

Understanding that your request may only be partially funded, describe what other options or contingency plans your organization has explored to support this program/project/initiative.

**The LOI submission must include the following attachments as PDF documents:**

- Audited financial statements OR reviewed financial statements – conducted by an independent auditor – from the most recent fiscal year end
- Form 990 from the most recent fiscal year end
- Board-approved organizational budget for the **current** fiscal year

## Completing the Application

If an LOI passes the initial review, the applicant organization will be invited to submit a full application. Applicants will receive instructions via email on how to access the online application form.

Applications must be submitted through PBF's online grant portal with all required attachments on or before the stated deadline (see page 3 for more information). Late submissions will not be accepted. Only complete applications will be reviewed.

### Your application 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?
- ✓ **Program Dosage**  
Describe how often and with what frequency participants will engage with the program/project/initiative.
- ✓ **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?
- ✓ **Program Outreach**  
How will you reach your target audience? What methods of communication will you use to communicate about your programs and services?
- ✓ **Activities & Milestones: Months 1-6**  
Present a chronological description of key program activities and milestones over the first half of the grant term.
- ✓ **Activities & Milestones: Months 7-12**  
Present a chronological description of key program activities and milestones over the second half of the grant term.
- ✓ **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?
- ✓ **Measurable Outputs**  
List 3–5 short-term, measurable outputs you will track over the grant term to create the desired changes or benefits outlined in your Outcome Statement.
- ✓ **Evaluation**  
Specify the methods you will use to measure progress toward the stated outputs.
- ✓ **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?

✓ **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

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

- Request budget narrative
- Names and affiliations of your Board of Directors/Trustees
- List of grants applied for and grants received in the past 12 months relative to this program/project/initiative
- Any additional information or documentation requested by PBF
- *Optional attachment:* Supporting program material, specific to the request

**For Partnerships, Collaboration, and External Vendors (see page 3 for more information):**

**Collaboration with nonprofits or school districts:** Collaborative agreement signed by all partner organizations (For schools, agreements must be executed **with the school district**)

**Collaboration with businesses, vendors, or contractors:** Contract or service agreement from all partner businesses, vendors, or contractors

Click [here](#) to apply