

# 2022 Signature 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 Signature Grant program emphasizes sustainable community enhancement, meaningful impact, and long-term change. We seek to build relationships with organizations that have the capacity and drive to facilitate the creation or expansion of programs that address the chronic problems impacting quality of life in our communities. Signature Grants will provide **multi-year, flexible funding support** paid out over one, two, or three years for bold, innovative programs that propose solutions to these problems.

## Funding Priority Areas and Signature Grant Focus Points

For the 2022 Signature Grant cycle, PBF will offer three (3) \$100,000 grants, one for each funding priority area, for the creation or expansion of innovative programs that address systemic problems in our communities and their root causes. An applicant's request must address a need aligned to **one** of these funding priority areas and its corresponding focus point.

Funding Priority Area	Signature Grant Focus Point
<b>Community Enrichment</b>	Community and economic development programs that address obstacles to workforce development or barriers to employment.
<b>Education</b>	Innovative programming that expands access to, and improves the quality of, academic development opportunities and educational experiences.
<b>Health, Youth &amp; Families</b>	Supporting innovative solutions to chronic problems that impact quality of life for people of all ages and means.

**Any updates to the Signature Grant process will be published on our website.**

**Applicants are advised to monitor [theprovidentbankfoundation.org](http://theprovidentbankfoundation.org) regularly if they intend to apply in 2022.**

## Eligibility

Organizations must meet the following criteria to be eligible to apply for a Signature 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 Signature Grant.*
- Requests will not be accepted from organizations with grants from PBF that are active as of May 1, 2022, 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
- New program start-up expenses in an established organization
- Expansion to or new innovations in existing programs

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

Optional but encouraged, interested organizations are invited to discuss their proposal with PBF's Executive Director prior to the start of the Signature Grant cycle. Please contact [Foundation@Provident.Bank](mailto:Foundation@Provident.Bank) to request a call.

Eligible organizations must submit a Letter of Intent which will be made available on our online grant portal on February 14, 2022. The deadline for submitting a Letter of Intent is March 11, 2022. 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 Signature Grant. All applicants will receive an email response either declining their request or inviting them to submit the full application. Applications will be due by May 13, 2022.

During the application review process, PBF will contact you to arrange a call or site visit. This provides us with the opportunity to discuss your proposed program and request any clarifications, and to meet the organization's leadership and staff involved with the initiative.

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

The grant term will begin on August 1, 2022. Signature Grant recipients must agree to a funding hiatus through December 31, 2025, regardless of how grant funds are disseminated, and cannot seek additional funding from PBF until 2026.

## Timeline for Application and Review

Proposal Pitches ( <i>optional, but encouraged</i> )	January 3–February 11 via Zoom
Letters of Intent Available	February 14 at 9:00 AM EST
Letters of Intent Due	March 11 by 3:00 PM EST
Notification of Letter of Intent Decisions	April 11
Applications Due	May 13 by 3:00 PM EST
Calls/Site Visits	May 30–June 17
Notification of Application Decisions	July 29

## Partnerships, Collaboration, and External Vendors

We give 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. 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 Signature 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. Innovative elements of the initiative, including opportunity to replicate, should be highlighted.

## Grant Acceptance and Payments

### Grant Contract

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 initial grant payment will be made after the contract has been signed and returned.

### Grant Payments

Signature Grants will provide multi-year, flexible funding support paid out over one, two, or three years. Disbursements will be made annually in amounts determined by the grantee.

## Reporting Requirements for 2022 Signature Grants

Grantees are required to participate in informal (Zoom calls, site visits) and formal (written) check-ins every six months throughout the grant period. Formal check-ins will conclude one year after the final grant disbursement is made, but will proceed as informal check-ins as scheduled. The schedule is anticipated to be as follows:

- Informal check-in: February 2023
- Formal check-in: August 2023
- Informal check-in: February 2024
- Formal check-in: August 2024
- Informal check-in: February 2025
- Formal check-in: August 2025

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 no later than **3:00 PM EST on March 11, 2022 at 3:00 PM EST**. Late submissions will not be accepted. Only complete LOIs with all required attachments will be reviewed.

Any updates to the LOI process prior to the submission deadline 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?
- ✓ **Alignment**  
Describe how this program aligns with the selected Funding Priority Area and the corresponding Signature Grant Focus Point.
- ✓ **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? Describe the impact a \$100,000 investment would have on your program/project/initiative.
- ✓ **Program Activities**  
Describe the actions that grant funding will make possible. Explain who will take these actions and when.
- ✓ **Direct Community Impact**  
What are the direct impacts this program/project/initiative will have on the target audience and community.
- ✓ **Indirect Community Impact**  
What are the indirect impacts this program/project/initiative will have on the target audience and community.

- ✓ **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? Outcomes should describe changes in participants' knowledge, skills, health status, behaviors, or other important categories. **Be as specific as possible.**
- ✓ **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.)
- ✓ **Dissemination of Funds**  
Signature Grants will provide multi-year, flexible funding support paid out over one, two, or three years. If your request is funded, how would you prefer the grant to be paid out? **Please note, 2022 Signature Grant recipients must honor a funding hiatus through December 31, 2025, regardless of how the grant is paid out.**

**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 on or around April 11, 2022.

Applications must be submitted through PBF's online grant portal with all required attachments no later than **3:00 PM EST on May 13, 2022**. 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 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?
- ✓ **Short-term Impact**  
Describe the impact you anticipate the program/project/initiative will have in its first year.
- ✓ **Long-term Impact**  
Describe the impact you anticipate the program/project/initiative will have in year two, year three, and beyond.
- ✓ **Evaluation**  
Specify the methods you will use to measure progress toward the short-term and long-term impacts stated above.
- ✓ **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.
- ✓ **Contingency Planning**  
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?
- ✓ **Partnership with PBF**  
The Provident Bank Foundation strives to build strong relationships with its grantees by building trust and transparency. How do you envision a partnership between PBF and your organization playing out as it relates to this program?
- ✓ **Demographic Information**  
Specify where programming will take place, as well as where program participants will come from and how many will be served.

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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