



2023 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.

PBF will not be accepting grant proposals in 2024 as we undergo a strategic review and refresh of our operations. Organizations whose Signature Grant requests are declined in 2023 cannot apply again for funding support until 2025.

Signature Grant Focus Points

For the 2023 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
Community Enrichment	Community and economic development programs that address obstacles to workforce development or barriers to employment.
Education	Innovative programming that expands access to, and improves the quality of, academic development opportunities and educational experiences.
Health, Youth & Families	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 regularly if they intend to apply in 2023.

Am I Eligible for a Signature Grant?

Organizations must meet a specific set of eligibility criteria to apply for a Signature Grant. If the answer is “yes” to ALL of the following questions, you can submit a Letter of Intent.

- 1. Is the organization a registered 501(c)3 nonprofit in good standing with the IRS? And is it a public charity as defined under Section 509(a)1 or 509(a)2?** PBF does not fund private foundations or organizations using a third-party fiscal sponsor’s Tax ID or exempt status. Confirm your organization’s full tax status at [guidestar.org](https://www.guidestar.org).
- 2. Do you serve one or more communities 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.
- 3. Does the organization 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.

Did you answer “yes” to questions 1-3? Great! One last question...

- 4. Are you in an active grant term, and did you submit your final report?** Requests will not be accepted from organizations with grants from PBF that are active as of May 1, 2023, or with outstanding progress reports from past grants.

Will We Fund It? YES.

Signature Grants offer flexible, full-cost funding support for programs, projects, or initiatives. Grant funds can be used for:

- Overhead expenses and administrative salaries
- Program expenses
- Equipment purchases
- New program start-up expenses in an established organization
- Expansion to, or new innovations in, existing programs

Will We Fund It? NO.

The Provident Bank Foundation will not consider requests from, or in support of, the following:

- Private foundations or grants to other grant-making organizations
- Organizations using a third-party fiscal sponsor’s Tax ID or exempt status
- Municipalities or government agencies
- Sponsorships of any kind, including, but not limited to, galas, golf outings, performances, or other special events
- Scholarships, fellowships, grants, stipends, or loans to individuals
- Sectarian religious activities
- Political lobbying or legislative activities
- Endowments or capital campaigns
- Construction projects that will not occur during the grant term
- 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 2023, you may not apply for another grant until 2025.
- Applicants that have been declined may request feedback on their request by email (Foundation@Provident.Bank).

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 to request a call.

Eligible organizations must submit a Letter of Intent which will be made available on our online grant portal at 9:00 AM EST on February 13, 2023. The deadline for submitting a Letter of Intent is 11:59 PM EST on March 10, 2023. 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 program. All applicants will receive an email response either declining their request or inviting them to submit the full application. Applications will be due by 11:59 PM EST on May 12, 2023.

During the application review process, PBF will contact you to arrange a 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.

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

The grant term will begin on August 1, 2023 through December 31, 2026, regardless of how grant funds are disseminated (over one, two, or three years), and cannot seek additional funding from PBF until 2027.

PBF will not be accepting grant proposals in 2024 as we undergo a strategic review and refresh of our operations. Organizations whose Signature Grant requests are declined in 2023 cannot apply again for funding support until 2025.

Timeline for Applying and Review

Proposal Pitches (<i>optional but encouraged</i>)	January 3–February 10 via Zoom
Letter of Intent Available	February 13 at 9:00 AM EST
Letter of Intent Due	March 10 by 11:59 PM EST
Notification of Letter of Intent Decisions	April 10
Applications Due	May 12 by 11:59 PM EST
Site Visits	May 29–June 16
Notification of Application Decisions	July 28
Grant Term	August 1, 2023–December 31, 2026

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, including adherence to the grant term, and will be required to co-sign the grant contract.
- Partner organizations are not eligible for funding from PBF during the grant term.
- A collaborative agreement signed by each 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(s).

If entering into a service agreement with a vendor, a copy of the contract may be requested with the 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 (20 points) | Program objectives align with the purpose and intent of the grant program, the selected funding priority area.

Need (20 points) | A systemic problem is identified within the community served, and the initiative realistically addresses the need.

Reach and Community Served (20 points) | Demonstrates potential to reach significant numbers of people in [Provident Bank's marketplace](#).

Organizational Capacity (20 points) | Demonstrates good financial health at the organization level and, possesses necessary resources (human capital, expertise, etc.) to implement the program, project, or initiative.

Impact and Sustainability (20 points) | Demonstrates potential to yield significant impact, and a plan to track and evaluate the initiative's progress. 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 Payment

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

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 2023 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 2024
- Formal check-in: August 2024
- Informal check-in: February 2025
- Formal check-in: August 2025
- Informal check-in: February 2026
- Formal check-in: August 2026

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 11:59 PM EST on March 10, 2023. 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 regularly during all phases of the application process.

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

- ✓ **Program Start Date**
If funding is for a new program/project/initiative, list the anticipated start date. If it is already established, list the start date of your current fiscal year.
- ✓ **Funding Priority Area** (See page 1 for more information)
- ✓ **Scope**
How would you describe this program/project/initiative to someone with no knowledge of it? Describe how someone engages with your program/project/initiative.
- ✓ **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. Only include relevant demographic and community data that relate directly to the need(s) 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.
- ✓ **Impact of Funding Support**
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.
- ✓ **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, 2023 Signature Grant recipients must honor a funding hiatus through December 31, 2026, regardless of how the grant is paid out.*

- ✓ **Who else is funding 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 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
- ✓ **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?
- ✓ **Evaluation**
Specify the methods you will use to measure progress toward the stated outputs.
- ✓ **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.

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 also include the following attachments as PDF documents:

- Request budget narrative (Describe, in narrative form, the expenses related to this program/project/initiative)
- Names and affiliations of your Board of Directors/Trustees
- Any additional information or documentation requested by PBF
- *Optional attachment:* Supporting documentation, 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