



2023 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 **general operating support** to eligible organizations with missions that are aligned with ours.

PBF will not be accepting grant proposals in 2024 as we undergo a strategic review and refresh of our operations, but we are committed to providing funding support during that time. Therefore, Community Grants funded in 2023 will be automatically renewed and funded again in 2024.

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 our three funding priority areas. Organizations applying for a Community Grant must measure their program's impact in a manner that aligns with at least one of these funding priority areas.

Funding Priority Area	
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 2023.

Am I Eligible for a Community Grant?

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

- 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.

Did you answer “yes” to questions 1-2? Great! One last question...

- 3. Has the term from your last grant concluded, and did you submit your final report?** Your application will automatically be declined if you submit a request during an active grant term, or if you have outstanding progress reports.

Will We Fund It? YES.

Community Grants provide \$1,000–\$5,000 in general operating support to eligible organizations. Grant funds can be used for:

- Overhead expenses and administrative salaries
- Program expenses
- Equipment purchases
- New program start-up expenses in an established organization

Will We Fund It? NO.

As a general practice, 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

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

In 2023, PBF will accept applications on a rolling basis from 9:00 AM EST on January 3 until 11:59 PM EST on October 27. 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.

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Timeline for Applying and Review

Application Available	January 3 at 9:00 AM EST
Application Deadline	October 27 by 11:59 PM EST
Notification of Application Decision	~90 days after submission

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.

The 2023 grant payment will be made after the contract has been signed and returned.

The 2024 grant payment will be made after successful completion of the 12-month check-in.

Reporting Requirements for 2023 Community Grants

During the two-year grant term, grantees are required to:

1. Participate in three (3) check-ins or site visits which will occur approximately every six (6) months, and
2. Submit a final written report at the end of the grant term 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 Application

The 2023 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 applications 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 organization 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 concise information about the following items:

- ✓ **Organizational Overview: 2023–2025**
Community Grants funded in 2023 will be automatically renewed and funded again in 2024. Provide an overview of the organization's strategic goals for the current and the next fiscal year.
- ✓ **Impact of Funding Support**
Describe how funding will help your organization achieve its strategic goals and meet its mission.
- ✓ **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. Only include relevant demographic and community data that relate directly to the need(s) that you address.
- ✓ **How many people do you anticipate serving over the next two years?**
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 the needs of your target audience.
- ✓ **Impact**
What are the direct and indirect impacts your organization will 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?

✓ **What other funders support your organization?**

✓ **Contingency Plans**

What happens if activities, outputs, or other aspects of your work do not play out as designed or anticipated? How will you course correct?

✓ **Community**

List the top three (3) cities, neighborhoods, or communities the organization impacts.

✓ **Demographic Information**

You'll also 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

**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.*

Click [here](#) to apply