



2023 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, full-cost 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 to eligible organizations in the range of \$5,001–\$25,000.

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, Major 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 Major 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 Major 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 Major Grant?

Organizations must meet a specific set of eligibility criteria to apply for a Major 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 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 Major Grant.

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

- 4. Has the term from your last grant concluded, and did you submit your final report?** Your LOI 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.

Major 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

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

In 2023, 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 program. All applicants will receive an email response either declining their request or inviting them to submit the full application.

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

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, Major Grants funded in 2023 will be automatically renewed and funded again in 2024.

Timeline for Applying and Review

Cycle 1

Letter of Intent Available	January 3 at 9:00 AM EST
Letter of Intent Due	January 24 by 11:59 PM EST
Notification of Letter of Intent Decisions	February 20
Application Due	March 17 by 11:59 PM EST
Notification of Application Decisions	April 21
Grant Term	May 1, 2023–April 30, 2024

Cycle 2

Letter of Intent Available	July 10 at 9:00 AM EST
Letter of Intent Due	July 31 by 11:59 PM EST
Notification of Letter of Intent Decisions	August 28
Application Due	September 22 by 11:59 PM EST
Notification of Application Decisions	October 27
Grant Term	November 1, 2023–October 31, 2024

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 and 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 (20 points) | Demonstrates potential to yield direct and indirect impact for those it serves, and a plan to track and evaluate the initiative's progress.

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 Major 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 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 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.
- ✓ **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.
- ✓ **Program 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.)
- ✓ **Impact of Funding Support**
Major Grants funded in 2023 will be automatically renewed and funded again in 2024. If awarded, describe how funding will help your organization meet its strategic goals for this program/project/initiative over the next two years.
- ✓ **Funding Contingency**
Understanding that your request may only be partially funded by PBF, describe what other options or contingency plans your organization has explored to support this program/project/initiative.

✓ **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?
- ✓ **Activities & Milestones: Year 1**
Present a description of key program activities and milestones over the first year of funding support.
- ✓ **Activities & Milestones: Year 2**
Present a description of key program activities and milestones over the second year of funding support.
- ✓ **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.
- ✓ **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 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