



Grant Submission Guidelines for 2011

The Provident Bank Foundation (PBF) is offering two giving programs in Calendar-Year 2011. Please review each of the programs as they differ from giving programs offered in previous years. The two programs are:

- Grant Program
- Mini-Grant Program

General Guidelines:

- All organizations must be recognized by the IRS as 501(c)(3) organizations in order to receive funding under any of the two programs offered by PBF – **no exceptions** (PBF uses Guidestar to ascertain this status).
- PBF does not provide to religious organizations, unless the organization can demonstrate to the satisfaction of PBF that the support will provide a benefit to the community as a whole and not solely benefit its religious membership or own religious community.
- PBF does not provide support to political organizations, including organizations that may be perceived as political or have portions of its program that are deemed political in nature by PBF.
- Organizations may only apply for funding once per calendar year.
- All communications and questions regarding PBF and PBF funding should be addressed directly with The Provident Bank Foundation (see contact information below).

Grant Program:

Definition: Any grant requests over \$5,000

Deadlines: All Grant Program requests must be received in the 830 Bergen Avenue, Jersey City office no later than the following dates:

<i>Program Area that best describes your request...</i>	<i>Due Date...</i>
Cultural and Arts or Recreation:	December 15, 2010
Social and Civic:	March 15, 2011
Health and Wellness:	June 15, 2011
Education:	September 15, 2011

Mini-Grant Program (on-line application only):

Definition: All grant requests for \$5,000 or less

Deadlines: All Mini-Grant Program requests are processed on a rolling basis each calendar year.

Budget Caps: The Mini-Grants Program will be capped by both program area and regional area. Program areas include: **recreation, health and wellness, culture and arts, education, and social and civic**. Regional areas are capped by county based on the counties within which The Provident Bank maintains branch banking offices and include: **Bergen, Essex, Hudson, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, and Union counties**. In addition, PBF considers out-of-area and out-of-state organizations on a very limited basis if the requesting organization can prove a significant amount of service to the communities in the above referenced counties.

Application Guidelines

- All funding requests require an application to be filled out in its entirety to be considered
- Please read and follow all instructions and deadlines carefully
- Ensure all applicable supporting materials are attached
- Applications may be faxed, e-mailed or mailed by post but all supporting materials must be included
- Failure to follow directions may result in requests being discarded
- PBF will accept applications up to 60 days prior to the applicable deadline, however applications will not be processed until after the deadline.
- PBF will use its best efforts to communicate responses within 90 days after the applicable deadline.

Contacting The Provident Bank Foundation

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