



## **Roma Bank Community Foundation**

### **GRANT GUIDELINES AND APPLICATION PROCEDURES – May, 2016**

**Prior to beginning your *online application* please review the following guidelines to understand Roma Bank Community Foundation's grantmaking process.**

#### **Mission Statement**

The mission of Roma Bank Community Foundation is to provide financial support to non-for-profit organizations, funding agencies, and local communities in Central and Southern New Jersey. The Foundation seeks to enhance the economic vitality of the region and to improve the quality of life for residents in Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Middlesex, Monmouth, Ocean and Salem County. The Foundation supports programs in the areas of arts, education, health and human services, youth and affordable housing.

#### **Eligibility Criteria**

- Organizations that provide services primarily to communities in Central & Southern New Jersey.
- Organizations in compliance with IRS regulations to be a 501(c)3 and either a 509(a)1 or 509(a)2 organization. (Roma Bank Community Foundation does **not** award grants to 509(a)3 organizations.)
- Organizations promoting programs supporting arts, education, health and human services, youth and affordable housing
- Organizations with clearly defined objectives
- Organizations with active participation of boards of directors and/or administrators

#### **Exclusions**

Funding will generally not be given to the following:

- Individuals
- Labor groups
- Political or lobbying organizations
- Private Foundations that are grant making entities
- Programs where distribution of funding is significantly outside the geographic area described above
- Projects outside the United States of America
- 509(a)3 organizations

#### **Timing for Grant Consideration**

Grant applications will be considered four times a year in **March, June, September and December**. Grant applications must be submitted by **February 1, May 1, August 1 and November 1** for each respective meeting. There is an ongoing preliminary review of proposals so early submission is encouraged. Requests submitted after these dates will be deferred for consideration to the following meeting. Due to the large volume of inquiries received, it may be physically impossible to answer all of them; however, every effort will be made to respond.



Organizations requesting funds from Investors Foundation are permitted to request funds from Roma Bank Community Foundation. Applications to Roma Bank Community Foundation and Investors Foundation must be submitted separately. Requests submitted to both Foundations will be evaluated individually and funding from one organization does not guarantee funding from the other.

**Format:**

- Beginning August 1<sup>st</sup>, 2016 all Roma Bank Community Foundation grant applications must be submitted *online* through the Foundation website.
- A sample application can be viewed *here*. Applicants are encouraged to review the *sample application* prior to beginning their online application.
- All applicants will be required to create an online account.

**Application and additional documentation:**

All grant requests must be submitted *online*. The following attachments must be submitted with the online application. All attachments must be submitted in PDF format.

**Funding Requests up to \$5,000.00**

- Online grant application
- Project budget including the amount of funds raised and balance needed.
- Further information may be requested by the Foundation

**Funding Requests over \$5,000.00**

- Online grant application
- Project budget including the amount of funds raised and balance needed.
- Copy of most recent financial report (audited if available)
- List of the Board of Directors/Trustees and their business affiliations
- List of major contributors
- Further information may be requested by the Foundation

**Reapplications**

Roma Bank Community Foundation contributes to a diverse population. Financial support is not guaranteed from year to year. Prior funding does not guarantee future funding. A new application will be required each year from an organization that would like to be considered for a grant. Only one project from an organization will be considered for funding per year.

- All previous Roma Bank Community Foundation grant recipients must wait one year after receiving funds to reapply for a grant.**
- All multi-year grant recipients must wait until after receiving their final award payment before reapplying.**

**Application Review/Notification and Follow-up**

Applications are reviewed at the Foundation's quarterly meetings. Funding decisions are based on recommendations from the Foundation's advisory board and internal reviewers. Applicants will be notified of



the Foundations decisions through email. If awarded a grant, checks will be dispersed after the grantee mails back a hard copy of the signed agreement.

Organizations awarded a grant are expected to adhere to the provisions of the grant agreement. If a grantee is unable to adhere to grant terms they must notify the Foundation in writing for permission to redirect funds. If permission is not awarded the grantee shall return any and all funds to the Foundation. In the event the grantee ceases to operate or becomes insolvent all unused Investors Foundation funds must be immediately returned to the Foundation.

As of September 1, 2016 all multi-year grant recipients will be **required** to submit an interim report prior to receiving the next installment of their award.

### **Where to Submit Funding Requests**

All funding requests must be submitted online via the Foundation's online *grant application*. Once an organization has submitted their application online they will receive an automated email stating their application has been received.

### **Contact Information**

For more information contact:

email: [Foundation@myinvestorsbank.com](mailto:Foundation@myinvestorsbank.com)