



# Ponce De Leon Foundation®

## Request for Proposals

Working to Strengthen our Communities.

---

### Introduction

Ponce Bank, an American banking institution with community spirit, maintains branch locations in the Bronx, Manhattan, Brooklyn, Queens and Union City (New Jersey).

Our Bank has earned a reputation for serving the needs of our communities by emphasizing the importance of personal banking and by promoting local economic development. We employ a highly qualified and professional staff and offer a wide variety of products and services designed to meet the needs of our customers and our communities. We are honored to serve our communities and will be honored to serve you through the Ponce De Leon Foundation.

Ponce De Leon Foundation's mission is to help address the economic and social challenges faced by the communities we serve by supporting programs targeted towards our core priority areas: affordable housing, healthcare, economic development, education, social services, cultural events and targeted programming for Youth and Senior services.

The Ponce De Leon Foundation is accepting proposals for community projects that seek to positively impact individuals, groups and services in the above noted core areas. Eligible organizations must be IRS-registered, tax exempt, 501 (c) (3) organizations or other non-profits which demonstrate an ability to cost effectively deliver services and benefits to successfully meet the needs of the communities we serve. Please complete the attached Grant Eligibility Quiz (*Attachment #2*) to determine eligibility before beginning the application process.

We invite eligible organizations to submit proposals by **August 31, 2020**. Selected proposals will receive grant funding to implement a "Ponce De Leon Foundation Strengthening Our Communities" project. General operating support requests will not be considered at this time. Grant funding will be for one year, beginning January 1, 2021.

### Grant Restrictions

- Ponce De Leon Foundation only funds registered 501(c)(3) or non-profit organizations.
- We do not fund religious, political, fraternal, Quasi-Governmental entities, or individual activities.
- The **minimum** request is **\$5,000.00** with the **maximum** being **\$50,000.00**.
- All entities applying need to submit the required documentation. No exceptions.
- A limit of \$25 million in consolidated assets will apply to all grant requests.
- Entities cannot apply for a grant request of more than 10% of their operating budget.



# Ponce De Leon Foundation®

## Important Dates

Release Date	July 21, 2020
Proposals Due Date by 5:00 pm	August 31, 2020
Notice of Awards	November 20, 2020
Grant Funds Released	December 18, 2020
Grant Start Date	January 1, 2021

## Requirements of Grant Awardees

- After notification of award, Grantee may include any revisions to the proposal work plan as advised by Ponce De Leon Foundation (if needed).
- Submission of a 6 month and final progress report is required along with expense reports.

## Submitting a Proposal

- Only Electronic submissions (PDF) will be accepted.
- All RFP responses must be submitted via our Ponce De Leon Foundation Portal housed on the [www.Poncedeleonfoundation.org](http://www.Poncedeleonfoundation.org) website.
- All required documents should be submitted as a separate attachment (PDF) and labeled appropriately. **Do not combine attachments.**
- All required documentation must be submitted with the original grant request.
- No additional documentation will be permitted after submission.
- If any required documentation is missing your proposal will not be considered for funding and will be considered incomplete.
- Late proposals will not be accepted.



# Ponce De Leon Foundation®

## Grant Application Guidelines

Your grant request should be clear and concise and have realistic goals, The narrative portion of the proposal should be no more than four (4) pages long, single spaced, in 12 point font (Arial or Times New Roman), with one inch margins. Required attachments (listed below) are not included in the page count.

Your Proposal package should include:

- A completed Grant Eligibility Quiz (included below) used to determine your eligibility – *Attachment #2*
- A Grant Application Cover Form (included below) – *Attachment #1*
- A Program Narrative addressing the following key items (limit 4 pages) – *Attachment #3*
  1. Brief description of your organization, its mission, history, programs/services, accomplishments and past program results.
  2. Statement of Need – what issue does the proposed project intend to address?
    - Description of target population and community to be served.
    - Gaps in existing services or programs which would be met by grant funds.
    - Rationale for proposed project – how will the funds benefit the community?
  3. Proposed Project Description
    - Program approach and outreach methodology – How do you intend the address the issue and how do you ensure it will reach those it is intended to assist?
    - Staffing and oversight – Who will provide the service and who will supervise the process?
    - Goals & Objectives – State 3 Program Goals and Objectives
    - Project Evaluation – What will result if you meet your goals and objectives?
    - What changes do you expect to see in the community as a result of your project?
    - How will success be measured?
    - Sustainability – How will the gains be maintained after grant has ended?



# Ponce De Leon Foundation®

4. Timetable for the project outlining major activities, benchmarks and anticipated outcomes – *Attachment #4*
  - Budget and Budget Justification (included below) – *Attachment #5*
  - Required Documentation to be included as attachments with the application for your proposal to be considered for funding.
    1. The organization's most recent (Not more than 1 Year old)
      - a. Audited Financial Statements – *Attachment #6*
      - b. IRS 990 – *Attachment #7*
      - c. NYS CHAR 500 – *Attachment #8*
    2. A copy of the organization's IRS 501(c)(3) determination letter or other non-profit status – *Attachment #9*
    3. A list of other funding sources of your entity with amounts – *Attachment #10*
    4. List of Board of Directors names, affiliations, employer and title – *Attachment #11*
    5. A W9 signed and dated as of August 2020 – *Attachment #12*
    6. New York or New Jersey – Good Standing Certificate – *Attachment #13*
    7. Ponce Bank affiliation statement describing relationship or none with local branch in your targeted community. *Attachment #14*



# Ponce De Leon Foundation®

## Grant Eligibility Quiz – Attachment #2

The mission of the Foundation is to help address the economic and social challenges faced by the communities located in any county in which Ponce Bank has a branch office now and in the future, in turn allowing them to share in our long-term growth. Accordingly the Foundation will provide grants to support local nonprofit organizations and not-for-profit community groups and other similar types of organizations which demonstrate an ability to cost effectively deliver services and benefits which meet the needs of these communities. The core areas of the Foundation will include programs targeted towards: Affordable Housing, Healthcare, Economic Development, Education, Social Service needs, Cultural Events and targeted programming for Youth and Senior Services

### Ponce De Leon Foundation – Working to Strengthen our Communities

---

Please answer the following questions and submit to the Ponce De Leon Foundation along with your application. The Foundation will utilize the required supporting documentation provided by you to confirm your eligibility for a grant. If you answered NO to questions 1-6 and YES to questions 7-8, please do not submit a proposal because you do not qualify for consideration.

**YES NO**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Is your organization an IRS-registered, tax-exempt, 501(c)(3) or non-profit organizations?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Is your organization located in and does it serve the residents of the Counties of the Bronx, Manhattan, Brooklyn, Queens or Hudson County, NJ?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Does your project or program fall under one or more of the program areas supported by the Ponce De Leon Foundation: affordable housing, healthcare, economic development, education, social service needs, cultural events and targeted programming for Youth and Senior services? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Does the project or program display a history of sustainability and success?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Do you have a detailed budget for the project or program?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Do you have the most recent financial statements including tax returns for the organization that? (Not more than a year old)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Do the Financial Statements reflect consolidated assets of more than \$25 million?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Are you applying for more that 10% of the entities operating budget?   |



# Ponce De Leon Foundation®

## Application Cover Page – Attachment #1

Ponce De Leon Foundation – Working to Strengthen our Communities.

### Organization Applying

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Project Title : \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

### Contact Person for Proposal and/or Program:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Contact Person for Entity – President or Executive Director Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Program Category: (Select one)

- |   |   |
|---|---|
| <input type="checkbox"/> Youth Services     | <input type="checkbox"/> Education            |
| <input type="checkbox"/> Senior Services    | <input type="checkbox"/> Healthcare           |
| <input type="checkbox"/> Affordable Housing | <input type="checkbox"/> Economic Development |
| <input type="checkbox"/> Social Services    | <input type="checkbox"/> Cultural Events      |



# Ponce De Leon Foundation®

## Budget & Justification – Attachment #5

Organization: \_\_\_\_\_

Project Name: \_\_\_\_\_

	Description/ Justification	Amount Requested
<b>PERSONNEL</b>	_____	
	_____	
	_____	
	<b>Subtotal</b>	<b>\$</b>
<b>FRINGE</b>	_____	
	_____	
	_____	
	<b>Subtotal</b>	<b>\$</b>
<b>TRAVEL</b> (only local)	_____	
	_____	
	_____	
	<b>Subtotal</b>	<b>\$</b>
<b>PRINTING &amp; SUPPLIES</b>	_____	
	_____	
	_____	
	<b>Subtotal</b>	<b>\$</b>
<b>COMMUNICATIONS</b>	_____	
	_____	
	_____	
	<b>Subtotal</b>	<b>\$</b>
<b>OTHER</b> (please specify)	_____	
	_____	
	_____	
	<b>Subtotal</b>	<b>\$</b>
<b>INDIRECT</b> (not to exceed 10%)	_____	
	_____	
	_____	
	<b>Subtotal</b>	<b>\$</b>

**Total Requested**    \$ \_\_\_\_\_