



Ponce De Leon FoundationSM

Request for Proposals

Working to Strengthen our Communities

Introduction

Ponce Bank, a wholly owned subsidiary of Ponce Financial Group (PFG), is a Minority Depository Institution (MDI), a certified CDFI and a certified SBA lender. Ponce Bank is a federally chartered savings association with deep New York City roots and steadfast commitment to equitable access to banking.

Ponce was founded in 1960 by Latino community members of the South Bronx to address the under-serving and under-banking that existed in communities of color and counter the targeted disinvestment in those neighborhoods.

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, 2023**. 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, 2024.



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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 \$30 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.
- Only entities in the counties where Ponce Bank has branches can apply.

Important Dates

Release Date	July 10, 2023
Best Practices Webinar	July 14, 2023
Proposals Due Date by 5:00 pm	August 31, 2023
Notice of Awards	December 4, 2023
Grant Funds Released	By December 29, 2023
Grant Start Date	January 1, 2024

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 progress report and a final 12 month 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 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.



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 Grant Application Cover Form (included below) – **Attachment #1**
- A completed Grant Eligibility Quiz (included below) used to determine your eligibility – **Attachment #2**
- 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 to 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?



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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 (**As of year-end 2022**)
 - a. Audited Financial Statements – **Attachment #6**
 - b. IRS 990 – **Attachment #7** (An organization that normally has \$50K or more in gross receipts is required to provide an IRS 990 form. If you are not required to submit a 990 form, you must include an internally generated balance sheet and revenue statement)
 - c. NYS or NJS 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 all 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 2023 – **Attachment #12**
 6. New York or New Jersey – Good Standing Certificate – **Attachment #13** (see sample provided. Links to obtain certificates for both NY & NJ provided below:
 - a. <https://dos.ny.gov/certificate-status>
 - b. <https://www.njportal.com/dor/businessrecords/EntityDocs/StandingCerts.aspx>
 7. A memo on your Letterhead, describing any Ponce Bank relationship. This may include any sponsorships received from Ponce Bank. If no relationship, please state so in 1-2 sentences. A description of such must be provided, otherwise this will be considered incomplete. **Attachment #14**



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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)

☐ Youth Services

☐ Education

☐ Senior Services

☐ Healthcare

☐ Affordable Housing

☐ Economic Development

☐ Social Services

☐ Cultural Events



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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, Hudson County NJ, or Bergen 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 \$30 million? |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Are you applying for more that 10% of the entities operating budget? |



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Budget & Justification – Attachment #5

Organization: _____
Project Name: _____

	Description/ Justification	Amount Requested
PERSONNEL	_____	

		Subtotal
FRINGE	_____	

		Subtotal
TRAVEL (only local)	_____	

		Subtotal
PRINTING & SUPPLIES	_____	

		Subtotal
COMMUNICATIONS	_____	

		Subtotal
OTHER (please specify)	_____	

		Subtotal
INDIRECT (not to exceed 10%)	_____	

		Subtotal

Total Requested \$ _____



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Certificate of Good Standing Sample- Attachment #13

New Jersey State SAMPLE

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
SHORT FORM STANDING

I, the Treasurer of the State of New Jersey, do hereby certify that the above-named New Jersey Domestic Non-Profit Corporation was registered by this office on November 06, 2012.

As of the date of this certificate, said business continues as an active business in good standing in the State of New Jersey, and its Annual Reports are current.

I further certify that the registered agent and office are:

KRISTINE ALLEN
400 38TH STREET
SUITE 405
UNION CITY, NJ 07087



IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal at Trenton, this 23rd day of August, 2022

Elizabeth Maher Muoio
State Treasurer

Certificate Number : 2056813230

Verify this certificate online at

https://www1.state.nj.us/TVTR_StandingCert/USP/Verify_Cert.jsp