



## ***Grant Application***

### ***Mission***

The Columbia Bank Foundation is committed to serving the needs of its local communities through the funding of innovative programs that provide a measurable impact in four primary areas:

- Affordable Housing
- Community Investment & Economic Development
- Financial Literacy & Education
- Health & Human Services

### ***Support Guidelines***

Foundation resources are allocated with priority given to requests that benefit low- and moderate-income individuals and communities. The Foundation will generally seek applications for organizations in operation a minimum of three years. The Foundation will give primary consideration to non-profit organizations in those New Jersey communities in which Columbia Bank operates. Foundation resources are allocated primarily within the following areas:

- **Affordable Housing** – programs that support affordable housing for low- and moderate-income individuals and communities
- **Community Investment & Economic Development** – economic development projects that improve the quality of life, sustain economic development, and support job skills for low- and moderate-income individuals and communities
- **Financial Literacy & Education** – programs that enrich a child's educational opportunities, early childhood development, or special education; programs targeted for low- and moderate-income populations including, but not limited to, Habitat for Humanity, local housing coalitions, housing crisis programs, and other not-for-profit programs providing homeownership counseling, home maintenance and other financial services education
- **Health & Human Services**: programs that revitalize or stabilize low- and moderate-income areas and/or community services targeted to low- and moderate-income persons; programs that support initiatives and sustain access to quality healthcare for individuals and families

## ***Eligibility***

Please review the following criteria to determine if your organization and project is eligible for a grant from the Columbia Bank Foundation:

- Your organization must be currently recognized as tax-exempt under Section 501(c)3 of the Internal Revenue Code
- Your grant request must be focused on capital expenditures, or any tangible investment that has an extended life and use for your organization (e.g. new equipment, renovations, etc.).
- We do not provide funding to cover general program expenses (operating expenses), such as employee compensation, administrative expenses, professional fees, or any other usual and ongoing costs involved with facilitating charitable or community programs.
- The following funding categories are ineligible for a grant from The Columbia Bank Foundation:
  - Contributions to individuals, including those seeking scholarships or fellowship assistance
  - Support of national health organizations (or their local affiliates) or research/disease advocacy groups
  - Programs which advance or facilitate the religious mission or doctrine or organization
  - Contributions to political and labor organizations, political candidates, or any organization whose primary purpose is to influence legislation
  - Support of fraternal or civic organizations
  - Programs related to sports or athletic programs
  - Travel-related initiatives, including student field trips or tours
  - General support for medical centers / hospitals

## ***Application Process***

- Please complete the application on the following pages and provide the necessary supporting documentation. Send your completed application to:

The Columbia Bank Foundation  
Attn: Tony Rose  
19-01 Route 208 North  
Fair Lawn, NJ 07410

- The Columbia Bank Foundation accepts applications at any time.
- The Columbia Bank Foundation Board meets quarterly to review requests that have been received up until the last business day of the month preceding the meeting. The Board will review one proposal per organization during a rolling 12-month period. Only complete applications will be given full consideration. We do not accept emailed or faxed applications at this time.
- The minimum grant amount is \$5,000. Multiple-year commitments are considered, but are limited.
- If you have any questions about the Foundation or your application, please feel free to call us at (201) 794-5828

**Organization & Contact Information**

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

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_  
(If different from Executive Director)

Current 501(c)3 Status: Yes / No

Comments about 501(c)3 Status: \_\_\_\_\_

**Project / Program Details**

Project Name and Brief Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Grant Amount: \$ \_\_\_\_\_ Grant Period From: \_\_\_\_\_ To: \_\_\_\_\_

Project Category:    \_\_\_ Affordable Housing           \_\_\_ Community / Economic Dev  
(Please choose one)   \_\_\_ Health & Human Services       \_\_\_ Financial Literacy / Education

Investment Type:    \_\_\_ Capital Improvement           \_\_\_ Housing  
(Please choose one)   \_\_\_ Renovation                       \_\_\_ Equipment Purchase

Authorized Signer: \_\_\_\_\_ Date: \_\_\_\_\_

## **Supporting Documentation**

Please provide separate attachments that address each of the following requirements:

- Description of the organization's mission, history and accomplishments. Please indicate the date of the organization's incorporation.
- Description of the project. This description should explicitly state the capital items for which you are asking for funding. Please include any invoices or estimates related to the project.
- Budget and schedule for the project
- Prior and current year operating budget for the organization
- Prior and current year financial statements (including tax returns) for the organization
- Most recently issued IRS determination letter of your organization's 501(c)3 tax-exempt status
- List of corporations and foundations that have recently contributed to your organization, including amounts contributed
- Names and affiliations of your organization's board of directors
- Description of your relationship with Columbia Bank, including account relationships and volunteering history