



## **Columbia Bank Foundation Guidelines**

### **Who We Are**

The Columbia Bank Foundation (CBF) has grown to become one of the largest private corporate foundations in New Jersey. We are committed to serving the needs of our local communities and actively seek non-profit organizations that provide innovative programs. CBF believes it is our duty to give back as a responsible corporate citizen, so we partner with worthy organizations that help the people that need us the most. Through our strategic partnerships, we aim to create solutions and make an impact to help enhance our communities to overcome obstacles to make a difference.

### **Our Mission**

CBF is committed to serving the needs of our local communities. The Foundation actively seeks and focuses on innovative programs that provide a measurable impact in the communities that we serve.

### **Who We Serve**

CBF resources are allocated with priority given to requests that benefit low-and-moderate income individuals and communities within Columbia Bank's footprint. The primary goals and objectives of the Foundation are to identify community based non-profits, civic, business and charitable organizations that meet the necessary Foundation criteria, and to provide support funding for their service initiatives.

### **Our Focus**

**Affordable Housing Programs** – As housing is a basic need, we support programs that provide access to affordable, sustainable, stable, and safe housing, including temporary housing programs, along with homeownership opportunities for low-and-moderate income individuals and communities.

**Community Investment and Economic Development Programs** – We aim to strengthen our communities, by addressing the economic needs of individuals and families; enhancing the community's financial health through economic development and investment and community sponsored events; improving neighborhood revitalization and promoting small business expansion.



**Financial Literacy and Education** – Education is critical to us and for that reason we support programs that enrich a child’s educational opportunities, early childhood development and special education programs, with preferences given to those programs targeting low-and- moderate income individuals. Educational programs designed to meet the housing needs of low and moderate income population, local housing coalitions, housing crisis programs, homeownership counseling and other financial services education.

**Health & Human Services** – It is important to be healthy and well. The foundation supports programs that revitalize or stabilize low-and-moderate income areas and/or community services and initiatives that provide access to quality healthcare programs.

**Food Insecurity** – We aim to provide low-and-moderate income people access to healthy food and meals to improve one’s quality of life.

**Environmental Sustainability** – We believe that it is important to support programs that will help create environmentally conscious communities and assist in the conservation of our natural resources and protection of our global ecosystems.

**The Arts** – We believe that association with arts and cultural institutions sustain the vitality of communities while providing opportunities to expand economic growth. The arts also create vivacious and exciting opportunities for our youth.

## **Requirements**

- Organizations seeking funding from CBF must be tax exempt with 501(c)(3) status as a public charity of the Internal Revenue Code.
- We fund capital improvements and other expenses arising from and directly tied to the programs, core activities, or mission of the organization.
- Organization must be in operation a minimum of three years.
- We accept applications at any time throughout the year. Board meetings take place on a quarterly basis, February, May, August and November. The deadline for submission is the last day of the month prior to the board meeting.
- Organizations can submit one proposal during a rolling 12-month period.
- The minimum grant amount is \$5,000. All requests over \$7,500 - \$25,000 will be reviewed by the Board.
- Progress reports and contracts will be required for all Board approved grants.
- Incomplete applications may be delayed.
- We do not typically fund multi-year requests, but will consider them as appropriate.
- We will give special consideration to those organizations that have been recipients of grants under the tithing program of Atlantic Stewardship Bank.



## **Exclusions**

Ineligible grant recipients include but are not limited to:

- Organizations without 501(c)(3) designation.
- Private foundations.
- Support to individuals, including those seeking scholarships or fellowship assistance.
- Political causes, campaigns, or candidates.
- Fraternal organizations.
- Organizations whose primary purpose is to influence legislation.
- Labor organizations.
- Athletes or sports teams.
- Travel-related events, including student field trips or tours.

## **How to Apply**

- Visit <https://www.columbiabankonline.com/about-us/columbia-bank-foundation> and click on "APPLY NOW".

## **Documents Required for Grant Request \$7,500 and under**

- IRS Determination Letter of tax-exempt charitable status under Section 501(c)(3) or evidence that the organization is not a private foundation as defined in Section 509 (a) of the IRS Code.
- Formal Proposal

## **Documents Required for Grant Request over \$7,500**

- IRS Determination Letter of tax-exempt charitable status under Section 501(c)(3)
- Most recent Financial Statement
- Most recent 990 form
- Detailed Project Budget
- Current Year Operating Budget
- Proposed Next Year Operating Budget
- Current List of Board of Directors
- Invoices/Estimates (if applicable)
- Formal Proposal

**Contact Us:** [foundation@columbiabankonline.com](mailto:foundation@columbiabankonline.com)