



## INVESTORS FOUNDATION

### GRANT GUIDELINES AND APPLICATION PROCEDURES

#### IMPORTANT – NOTICES ARE SENT FROM THE FOUNDATION BY EMAIL

Please add [info@investorsfoundation.org](mailto:info@investorsfoundation.org) and [administrator@grantinterface.com](mailto:administrator@grantinterface.com) to your acceptable email address list to avoid having your communications with Investors Foundation being blocked by SPAM blocker software.

- Investors Foundation does not accept grant applications and any related materials by mail, fax, or email. All grant requests must be submitted online through the Investors Foundation grant application located at <https://www.grantinterface.com/Home/Logon?urlkey=investorsfoundation>
- We recommend all potential applicants to review the Foundation's sample application prior to submitting the online application request.

Prior to you beginning a grant application to Investors Foundation **PLEASE** review these guidelines to understand Investors Foundation's grantmaking process.

#### Mission Statement

Investors Foundation is dedicated to supporting creative initiatives to diverse community organizations that support Arts, Education, Health and Human Services, Youth, and Affordable Housing in communities the former Investors Bank served.

#### Eligibility Criteria

Investors Foundation awards grants to organizations that

- Provide services primarily to communities in New Jersey, the 5 Boroughs of New York City and Long Island
- Are in compliance with IRS regulations as a 501(c)(3) and either a 509(a)(1) or 509(a)(2) charitable organization. Investors Foundation does not award grants to 509(a)(3) organizations
- Promote programs supporting arts, education, health and human services, youth and affordable housing
- Have clearly defined objectives
- With active participation of their board of directors and/or administrators
- Are fiscally stable
- Show strong leadership/governance
- Include financial commitments from a variety of sources

- Address community needs related to the Foundation's priorities
- Strive to collaborate with other organizations working in the same community or on complementary issues

## **Exclusions**

### **Funding will not be given to the following:**

- Individuals
- Labor groups
- For Profit Organizations
- Political, labor or lobbying organizations
- Meals, tickets, dues, memberships, fees, travel, tuition, subscriptions, and other tangible benefits
- Debt retirement or funding of any activity that is already completed
- Organizations that discriminate on the basis of race, culture, sexual orientation, gender, age or religion
- Private Foundations
- Type III supporting organizations that require expenditure responsibility by Investors Foundation
- Programs where distribution of funding is significantly outside of the former Investors Bank footprint
- Projects outside the United States of America
- 509(a)(3) organizations
- Organizations that do not comply with all laws and regulations, including those related to the Patriot Act

## **Timing**

Grant applications are considered quarterly in **late March, late June, late September** and **late December**. Grant applications must be submitted by **February 1, May 1, August 1** and **November 1** for each respective quarterly meeting. There is an ongoing preliminary review of proposals. Early submission is encouraged.



Requests submitted late will be deferred for consideration to the following meeting. Applicants are encouraged to be mindful of the funding timeline to ensure the organization's proposed project corresponds with Foundation's funding schedule.

### **Application and additional documentation:**

All grant requests must be submitted through Investors Foundation's online grant application. 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 Investors Foundation may request

### **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 Investors Foundation may request

Investors Foundation contributes to a broad range of charitable organizations. Financial support is not guaranteed from year to year. Prior funding does not guarantee future funding. Under no circumstances is the Foundation obligated to continue funding a grantee subsequent to an earlier funded grant. A new application is required each year (every 12 months) from an organization that would like to be considered for a grant. Only one request from an organization will be considered for funding each year (every 12 months).

- All previous Investors Foundation grant recipients must wait one year (12 months) after being awarded a grant before applying for another grant.
- All multi-year grant recipients must wait one year (12 months) after receiving their final award payment before applying for another grant.

## **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.

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If awarded a grant, checks will be released after the grantee **MAILS** back a **HARD** copy of the signed agreement. Grant recipients are advised within eight weeks following the Foundation's Board meeting if a grant was awarded and the processing time for awards is generally between eight and twelve weeks following the Foundation's Board meeting.

**All grant recipients will be notified of their award in writing. Conversations/meetings with Investors Foundation Staff/Representatives are non-binding. No representative of Investors Foundation is authorized to approve a Foundation award. Do not consider any request as approved unless you have received written confirmation from Investors Foundation.**

The Foundation reserves the right to review and approve all public announcements that use the Foundation's name or logo.

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 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.

## **Final Report**

The Foundation requires a final report from all grantee upon completion of their award. The final report form is in the grant application portal. The final report form asks for a one to two page narrative explaining how funds were utilized and if they were spent in accordance with the project funded. Your report may also explain how funding affected your organization and activities resulting from the grant. Please share with us achievements, projects or collaborations that were generated from your funded project that were not part of the original proposal. The report is requested prior to submitting another application. If a grantee provides pictures/videos or other media as part of their final report the grantee understands that Investors Foundation reserves the right to use the materials for publicity purposes.



## **Where to Submit Funding Requests**

All funding requests must be submitted online via the Foundation's online grant application.

<https://www.grantinterface.com/Home/Logon?urlkey=investorsfoundation>

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: [Info@investorsfoundation.org](mailto:Info@investorsfoundation.org)

### **Investors Foundation**

**387 Springfield Avenue, Unit 3**

**Summit, NJ 07901**