POPULAR FOUNDATION℠

GRANT GUIDELINES

The Popular Foundation (PF) invites Community Development and/or Educational non profit organizations to apply for grants.

Qualifying Criteria

PF supports registered, non-profit, tax exempt 501(c)3, charitable organizations that:
- ✓ Provide opportunities for Popular employees to volunteer in a meaningful way.
- ✓ Integrate an employee liaison of Popular. An employee liaison is an employee of Popular who knows the mission of Popular Foundation and is involved with the work of the applicant organization.
- ✓ Deliver services that will economically empower individuals within our communities.
- ✓ Represent models in non-traditional learning environments and are directly engaged in providing programs within our communities.
- ✓ Demonstrate program sustainability and success.
- ✓ Are nondiscriminatory in their policies and practices with regards to physical abilities, gender, race, age, sexual orientation, ethnic origin and/or creed.
- ✓ The proposal should show reasonable per participant costs and request no more than 50% of funds for either general operating costs or staff salaries.

Grantmaking Focus

PF invests exclusively in programs of social impact that furnish direct services in Education, Community Development and Financial Literacy, as defined below:

1. **Education**: programs that address academic needs of disadvantaged populations from K to 12. Initiatives under this category may support the development of academic skills through tutoring and or mentoring, Art Education, Special Education, Alternative Education or college access programs.

2. **Community Development**: programs that pursue the strengthening civil society by prioritizing the actions of communities, and their perspectives in the development of social, economic and environmental policy. Community development programs may support infrastructure, economic development projects, installation of public facilities, community centers, housing rehabilitation, public services, clearance/acquisition, microenterprise assistance, code enforcement, homeowner assistance and many other identified needs.

3. **Financial Literacy**: programs that measure how well an individual can understand and use personal finance-related information so the individual develops the ability and confidence to use his/her financial knowledge to make financial decisions.

Sustainability

PF will give priority in funding organizations that can demonstrate ongoing sustainability and program success. Consecutive continual funding is not guaranteed and organizations must re-apply for funding through the annual grant process.

Ineligibility

Popular Foundation funds may not be used for the following:
- ✓ One-time fundraising events or the purchase of participation at events
- ✓ Event sponsorships
- ✓ Production of any marketing materials
- ✓ Capital expenditures (building or land acquisitions)
- ✓ Grants to individuals
- ✓ Promotion of religious or political causes

APPLICATION GUIDE

INTRODUCTION
The following Application Guide summarizes the sections that all program and/or project proposals presented to the PF must contain. All applications must be completed and submitted electronically by the applying organization.

The application form will be available starting August 1ˢᵗ, until 5:00pm of **August 31ˢᵗ.** Unsubmitted forms or incomplete applications will not be considered.

Steps to follow before starting an application:
1. All applying organizations must create a User Account using a valid email address and password. The user account allows the organization to access the applications and view past submissions.
    - It is important that the organization saves the log in data as it may be needed to complete future application forms.

2. The application form does not need to be completed at one time. There is an option to **SAVE AND FINISH LATER**.

3. To access a started application form, simply Sign in to the user account and select the correct application.

APPLICATION CONTENT

Section I. General Information
The first section requests general details regarding the applying organization and its staff. Information required includes:

- ✓ Name of applying organization
- ✓ Date of incorporation
- ✓ Postal address and contact information
- ✓ Subsidiary information
- ✓ Number of employees and volunteers
- ✓ Level and amount of funding requested
- ✓ Program area
- ✓ General budget information
- ✓ Sources and amounts of additional funds
- ✓ List of staff and members of the board of directors

Section II. Organization Background and Description
This section requires a brief description of the organization's management. Areas to include are:

- ✓ Brief historical background, mission or vision, services and organizational goals
- ✓ Summary of achievements and past program results

Section III. Project Description
This section requires a brief description of the project or program for which funds are being requested to Popular Foundation. Also, the following questions are included:

- ✓ How does the program or project address an education or community development need?
- ✓ What costs are to be covered with the funds requested?

Section IV. Definition of the Problem

This section includes the following questions guided to define the problem to be addressed by the grant proposal:

- ✓ What social problem does this proposal intend to address?
- ✓ How many people are affected by this problem in the geographic area that is to be impacted by the proposal? *(50 word max)*
- ✓ If approved, how will the funds help decrease this problem and benefit the community?
- ✓ How will the work be sustained after the ending of any funding received?
- ✓ How will your organization know that it has succeeded? How will outcomes be measured?

Section V. Population to be Served

In this section the organization must identify the population that the proposal will be impacting and the number of persons that will be served.

Section VI. Budget

Please include as an attachment a detailed budget of the entire program's expenses. The budget should also include an itemization for requested funds, your plan for sustainability without guaranteed Popular Foundation support, and sources and amounts of other funding obtained, pledged, or requested, including pending grants.

Section VIII. Required Documentation

The following documents are required to be included as attachments with the application form in order for your proposal to be considered for funding.

- ✓ List of organization's Board of Directors and organizational staff
- ✓ Copy of IRS determination letter and verification of tax-exempt status under section 501(c)3 of the IRS Code, or equivalent federal tax-exempt status
- ✓ Most recent audited financial statement
- ✓ Detailed budget of program's expenses. See Section VI for details.
- ✓ Popular employee statement of partnership **(must be prepared and signed by Popular Bank employee)**

Section VII. Before Submitting your Application

Before clicking **SUBMIT**, *__please print a copy of your completed application__*. This will be of help in the case of an error occurring during the submission process.