PLEDGE 10 GUIDELINES AND FREQUENTLY ASKED QUESTIONS

"TOGETHER WE CAN MAKE A DIFFERENCE!"

Thank you for your interest in a Pledge 10 Grant. These guidelines provide direction and should answer some of your questions about the process of submitting a grant proposal. By reading this document (strongly recommended) and referring to it as you prepare your proposal, you should be able to develop a stronger proposal. Grant panelists take into consideration how well an applicant provides the requested information. In addition, it is most important that you read and become familiar with the Pledge 10 Grant Agreement available through the link in the Agreement section of the application located at the end of the application.

Please note, Pledge 10 Grants will not provide funding for any of the following projects, activities or causes:

- •   Contests or pageants
- •   Requests made solely to benefit one person or family
- •   Projects that send products or people to foreign countries or on domestic travel
- •   Political causes, candidates, organizations or campaigns
- •   Scholarships (tuition, room, board, other expenses for college/university/vocational school attendance)
- •   Re-granting funds to another organization or entity

CRITICAL SUGGESTION: For best results, type out answers to narrative questions on a word processer document and then copy and paste into the appropriate boxes. That will allow you to more easily check for correct spelling, grammar, and punctuation. **Clearly communicating project information is crucial. Thus, BEFORE you submit the proposal, we strongly recommend you have another person proofread it to help ensure clarity and correctness.** The review committee **definitely** pays attention to spelling and grammar and believes that attention to such details demonstrates your belief that the project is valuable and worth funding. Ignoring this suggestion could result in a lower score.

Grant applications are accepted twice a year:
    Spring cycle: January 15 through March 15
    Fall cycle: July 15 through September 15

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FILLING IN THE GRANT PROPOSAL

NOTE: *The form will time out after 3 hours of inactivity requiring you to start over.*

Please provide all requested information. The application will not be accepted and considered if required information is missing.

Funding Information – Projects must serve persons within Jonesboro State Bank's primary service area: Jackson, Bienville, Winn and southern Lincoln parishes. Designate the primary focus area of your project--no more than two.) Also indicate which type organization is applying: charitable, governmental, school, or church/house of worship.

*If you are applying as a charitable organization, it **must** be so designated and in good standing with the Internal Revenue Service (IRS) **AND** the State of Louisiana Secretary of State.* It is **your** responsibility to confirm your status.

If a non-profit organization is other than a 501 (c)(3), please indicate in the narrative. If your organization is listed with the IRS or Secretary of State as Doing Business As (DBA) under another name, or for any other reason the names listed with the IRS and the Louisiana Secretary of State are not an exact match, provide that information in the Organization Mission section. We verify this information prior to consideration for funding.

Organization Information - Complete each section marked with a red star (*). Be certain to provide the **FULL** mailing address. The Senior Official is the person authorized to legally act for the organization/agency (generally an Executive Director, Board Chair/President, Principal or CEO) and MUST be the name listed and be informed of the grant proposal. That person's email must be submitted. Provide additional information if available. When describing your organization and its activities*, assume that the members of the grant panel scoring the proposal are not be familiar with what you do.* Please provide clear, understandable descriptions with appropriate grammar and punctuation.

Request History - Provide requested information for ALL grants received by your organization/school/agency not simply a program within that organization/school/agency. The same or equivalent project will be funded no more than twice.

Project Information – Your project name should NOT be the same name as the organization, but should be tied to the project itself. Include the amount you are requesting (minimum $2,500 and maximum $10,000), the name and title of the person(s) who will be overseeing the project, project dates and an easily understood and thorough description of the project itself (do not repeat information from the organization's information section.) Please note that a project must begin within 90 days of the date of award notification and may run no more than 12 months after the **award** of the grant.

Describe what you plan for the project to accomplish, including:

- How this project is **new** or a significant **expansion** of current activities or services **(Pledge 10 grants do NOT fund existing/ongoing services or current salaries or ongoing administrative costs).**
- The manner by which this project will reach **new** participants or significantly **expand** the number of persons you seek to serve.
- The number of persons you seek to serve/impact.
- Whether/how the described project addresses an **unmet** or **underserved** need.
- If you are including speaker fees, provide the name of the proposed speaker and email Pledge10@jboro.com documentation to validate fee amount.

The project budget is crucial and should list and describe in **detail** all income in addition to the requested grant amount. (For example, if you charge a participation fee, or some expenses will be covered by another grant/donation that should be included.) All planned expenditures should be listed in **detail** and described. Note, **we do not fund existing salaries/overhead.** Income and expense amounts must match exactly. The application will automatically add up the figures you supply. (email pledge10@jboro.com with questions.)

If you are a charitable organization (listed as a non-profit with the Louisiana Secretary of State and IRS) AND a first-time Pledge 10 applicant, email a copy of your budget to pledge10@jboro.com.

Each grant cycle we receive a healthy number of worthy grant requests. Thus, we may not be able to fully fund those recommended. Tell us how you will adjust the project in the event of partial funding. *If your organization/agency is submitting more than one proposal, be certain to indicate your priorities by ranking them (1 or 2).* An applicant may submit no more than two (2) proposals in any given grant cycle. Within a calendar year we will fund no more than three projects for any single organization/school.

Project Relevancy asks for information about how your project will meet needs within the Jonesboro State Bank service area. This communicates your level of familiarity with those who will be served by grant funding.

Explain how you will evaluate the effectiveness of your project, assess outcomes achieved, what improvements could be made, and other information you expect to provide to us in your project final report.

In what ways will you promote the project **to** those who may be served by it and inform the larger community about receiving the grant? *Describe how will you acknowledge Jonesboro State Bank Pledge 10 as a funder of your project*.

Community Served – List the parish or parishes in which your project will take place, the number of people you hope to impact, and how you learned about Pledge 10 (e.g. name of newspaper, radio station, social media, etc.)

Pledge 10's budget is based on 10% of the bank's profits, therefore our customer base is crucial to the success of Pledge 10. JSB strives to be a responsible steward of the Bank's profits

dedicated to Pledge 10. You are not required to have any banking relationships with JSB to qualify for grant funding, and your answer will not affect your scoring results. However, we do ask that you answer this question so we can better understand our role as stewards of Pledge 10.

Agreement – Download and read the Pledge 10 Grant Agreement. By checking the "I agree to the terms and conditions" box, you are verifying that you have read and agree to abide by the Pledge 10 Grant Agreement. It is **YOUR** responsibility to read this information.

We strongly recommend that before you hit submit, read the application again to make sure that you have provided all requested information.

Provide the name **and** email address of the person authorized to submit the application and complete the two-step "I'm not a robot" function. **DO NOT HIT SUBMIT IF BOTH STEPS ARE NOT COMPLETED.**

PLEASE NOTE: All information described above must be provided for a project to be considered. We may require the submission of supplemental or clarifying information after reviewing an application. Any such request will be made using the contact information provided in the application.

FREQUENTLY ASKED QUESTIONS:

- My proposed project is only in one parish, not the whole service area. Can it be considered? – Yes! Projects must fall **within** our service area, but need not cover every parish

- What if my organization/agency is awarded a grant and something significant changes relative to anticipated expenses or dates? – Minor amounts may vary. If a major component of your project changes, reach out to us to explore whether the grant funds may be shifted to another component of the SAME project or to approve a time extension. Email questions to pledge10@jboro.com.

- When will I know if our project is recommended for funding? – We plan to notify applicants by the end of the month following the deadline (April 30 for spring and October 30 for fall).

- May I tell those who follow my organization on social media about being awarded a grant? Please do! If you do, **please tag us @Pledge10JonesboroStateBank** on Facebook so we see it, acknowledge you, and can promote your good work.

- What type of final report do I need to send when the project is completed? – The email notification of a grant award will include copies of the grant report forms. It is the **grant recipient's responsibility** to submit final reports within 90 days of the project's stated end date. **Be sure to keep copies of receipts over $200 and copies of print, relevant**

photographs, social media promotion, and other pertinent project promotion to submit with the final report. Future grant proposals will NOT be considered if there are final reports outstanding.

*We will update these Pledge 10 Guidelines and FAQs if we receive additional questions that are of interest to all applicants**.**

Email additional questions to pledge10@jboro.com