



Community Grant Guidelines

Revised January 2019

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About the Umpqua Bank Charitable Foundation

The Umpqua Bank Charitable Foundation is dedicated to improving outcomes for children, pre-K – 12th grade, by advancing youth educational attainment initiatives. We're passionate about breaking the cycle of poverty through education and making real change happen for kids. We also recognize the strong connection between educational attainment and economic opportunity and know the future health of our communities depends on investments made today.

Program Details

Grant range	\$3,000-\$10,000
Average grant size	\$5,000
Grants awarded	around 250 annually
Applications received	around 850 annually

Deadlines

While Community Grant applications are accepted year-round, we review submitted applications quarterly. Be thoughtful about timing; consider the appropriate review cycle for your program/project. Ideally, your application should be submitted at least 2 quarters before funding is needed. Below are the 2019 deadlines for each review:

If a request is received by 5 p.m. Pacific on:

- March 28
- June 27
- September 26
- December 26

We will typically communicate our decision in:

- June (Q2 2019)
- September (Q3 2019)
- December (Q4 2019)
- March (Q1 2020)

Nondiscrimination policy

Umpqua Bank respects and values diversity. Organizations seeking financial support from Umpqua Bank are asked to verify that their programs and services are offered without discrimination on the basis of race, religion, gender, sexual orientation, gender identity, national origin, age, disability, medical condition, veteran status, marital status, or any other characteristic protected by federal, state or local law, regulation, or ordinance. Your application submission validates your adherence to this policy.

Application Process

Applications must be submitted through our online portal to be eligible for potential funding. Use of the portal requires applicants to create an account, fill out an online form and upload PDF documents. Paper or email applications will not be accepted.

To start a new application, go to [Umpqua's Community Partnerships page](#) and select Apply Now. To continue work on an existing application or to view a submitted application, please [go here](#).

Review Process

Once an application has been received, we begin a multi-stage review process at the beginning of the following quarter. The review period takes about 10-12 weeks and some applicants may receive phone calls and/or site visits during this process. Upon completion of reviews you will receive a letter or email indicating our decision on the grant application.

Reporting

Umpqua Bank and the Umpqua Bank Charitable Foundation do not currently require formal reporting for Community Grant recipients. If we need additional information during the review period, we will contact you directly. We encourage nonprofits to include program successes in their applications so that we can see the long-term effectiveness of your program when you submit future grants.

Contact

If you have additional questions about our Community Grants program after reviewing this information, contact us at Community@UmpquaBank.com.

Funding Focus Areas

We recognize the fundamental connection between education and economic prosperity. We work to strengthen the communities we serve by investing in organizations and initiatives that create access to education and economic opportunity. All Community Grant applications are evaluated on how well the program fits within one or more of the following categories:

Educational Attainment (65-70% of grants)

We look for programs that create opportunities for early childhood and K-12 youth to fulfill their educational experience, promote their well-being and inspire them to reach their full potential. Successful applications are focused on helping to close the achievement gap and explain exactly how this is achieved. All applications in these categories should focus on youth from birth to age 18.

College, Tech and Career Readiness

working with students to guide and develop a path that will take them beyond high school graduation

Literacy and Math Benchmarks

preparing students to meet key academic achievement benchmarks, including 3rd grade reading and 8th grade math

Financial Education

teaching young people about money, budgeting, and the financial system

Early Childhood Learning

helping youth to prepare for success in kindergarten

Youth Enrichment

engaging students in activities outside of the classroom so that later they are better able to focus inside the classroom, including connecting arts education with youth through multidimensional learning

Parent Engagement and Support

providing parents with the tools and resources needed to help their children prepare for and be successful in school, including ensuring children have consistent and convenient access to food

Economic Opportunity (30-35% of grants)

Our contributions are made to organizations that promote financial stability in our neighborhoods and improve the financial well-being of struggling individuals and families. Successful applications prioritize building financial resilience of low-to-moderate income individuals and families and explain exactly how this is achieved.

Affordable Housing

increase the availability of long-term affordable housing in our communities

Small Business Development

working with entrepreneurs to start or expand small businesses

Adult Financial Education providing classes for adults to increase their knowledge and skills around their own finances

First-Time Homeownership

facilitating ownership for first-time home buyers, including down payment assistance and education

Revitalization and Stabilization

building or preserving a community's infrastructure through renovation and other similar projects

Workforce Development

working with adults to build skills for employability

Eligibility

In our program each year, we strive to give grants in every county where Umpqua Bank has a retail presence and encourage strong applications from all corners of Umpqua's footprint. Our grants specifically support direct-service programs that are already in place with a history of success at the nonprofit organization.

While we wish we could fund all the great organizations doing work throughout Umpqua's footprint, our Community Grant program supports specific programs that fit within our funding focus areas as well as the following guidelines:

For Community Grants, Umpqua Bank and the Umpqua Bank Charitable Foundation will:

- Make gifts to qualified, tax-exempt nonprofit organizations
- Make gifts to direct-service programs that track the progress of program participants
- Accept applications from nonprofits serving communities where Umpqua has a retail presence
- Prioritize applications that directly support our funding focus areas
- Prioritize organizations that currently engage Umpqua Bank associates in a volunteer capacity
- Support programs and projects that are clearly described
- Review all complete applications received during the stated cycle timing

We are less likely to:

- Make multi-year commitments
- Grant to the same organization more than three years in a row
- Make gifts over \$10,000
- Make gifts directly or indirectly to government entities, including school districts and public universities/colleges

We will not accept Community Grant applications for:

- Programs that center around animals, outdoor recreation, athletics, sports, or medical/dental/healthcare topics
- General purpose or operating support
- Event, performance, or conference sponsorships, including parades and golf tournaments
- Scholarship programs
- Trips or tours
- Capital requests (brick and mortar, technology upgrades, equipment, vehicles, building upgrades)
- Endowment funds or re-granting programs
- Debt retirement or deficit funding
- Political campaigns or lobbying
- Religious activities or organizations that include religion in programs
- Memberships in civic organizations or trade associations
- Activities providing Umpqua Bank or the Umpqua Bank Charitable Foundation with any tangible benefits in exchange for the grant

Schools

Umpqua Bank and the Umpqua Bank Charitable Foundation do not make grants to individual schools or organizations that serve an individual school. If you represent an individual school seeking support, please contact your local Umpqua Bank store manager to inquire about the possibility of a smaller, locally-based contribution.

Generally, nonprofit organizations may submit only one application per calendar year for a Community Grant. An exception may be made in smaller communities where one organization serves as the umbrella for multiple programs and acquiring separate 501(c)(3) status for each would be impractical. Please [contact us directly](#) if you believe your organization qualifies for this exception.

Application Details

As you prepare your application, you can expect to complete the following pieces of information. This section will help you understand what we're looking for in an application and is for informational purposes only; **please submit your formal application online.**

Organization Information

We are looking to fund organizations that have a close fit with Umpqua's priority focus areas, are addressing an identified need in their community, and have a track record of success. We will ask you for the following information on your application:

- *Organization Public Name*
 - *What does your organization operate as?*
- *Organization's Legal Name*
 - If awarded a grant, the check will be made out to the name listed here.
 - If your organization has a fiscal sponsor, this is where you should provide their name.
- *Tax ID Number*
 - Must be a nonprofit registered with the IRS as a 501(c)(3)
 - If your organization was approved by the IRS in the past 6 months, the online system may not yet recognize your Tax ID number. Please [contact us](#) if you run into this error.
- *Mailing Address*
 - If awarded a grant, the check will be mailed to the address provided here. In special circumstances, the check may be delivered by an Umpqua associate.
- *Phone*
- *Website*
- *Mission Statement (word limit: 100)*
 - *Type only the organization's explicit mission statement*
- *Geographical Area Served*
- *Organization Budget (PDF)*
 - Upload the current fiscal year budget for the entire organization
- [W-9 \(PDF\)](#)
 - If you are awarded a grant, this will help to expedite our check delivery process
 - If your organization has a fiscal sponsor, please provide the sponsor's W-9.

Contact Information

We are looking for the contact information for the organization's leader and for the person completing the grant application. We will ask you for the following information for both people:

- *First and last name*
- *Title*
- *Phone number*
- *Email address*

Request

We are looking for programs that are a great fit with Umpqua's focus areas, have a high impact in their community, are thoughtful about what need they are fulfilling, and have examples of success of the program. If this is the first year of running the program, we recommend that you wait another year before submitting your application, so that you can demonstrate the quality and success of the program.

- *Project Title*
 - Your application should be focused on a specific program, project, or service that is already up and running at your organization.
 - Avoid using Umpqua's name in your Project Title.

- Avoid creating a new title that is too broad or too narrow. For example:
 “Rulers, papers and pens for our Homework Club” is too specific
 “Youth Program Funding” is too broad
 “After-School Homework Club” is just right.
- *Project Description (word limit: 500)* This is the most important part of the application; include:
 - What does your program/project do? Give the reviewer a strong overview of the program in general and how it fits one of Umpqua’s focus areas.
 - Why is your program/project needed in your community?
 - How do you do it?
 - Who do you serve? There will be an opportunity later to elaborate on the income and diversity demographics of your clients.
 - Is the program/project designed from a “best or proven practice?” If so, list the source of the research that backs up this claim.
- *Umpqua Target Areas*
 - Select the target area that best describes your program. This is the same list of focus areas outlined above.
- *Geographical Area Served*
 - Tell us the primary county and up to three other counties that this funding request would benefit.
- *Program Physical Address*
 - Provide a physical address where your program or project takes place. Umpqua uses this address to track our community service efforts. While we understand that many programs have multiple addresses, please select the one location that serves the highest volume of clients. Alternatively, you may select one location that is a good representation of the area(s) impacted by your program.
- *Evaluation and Measurement (word limit: 250)*
 - How do you evaluate the program to know that it is successful?
 - Tell us the methods through which you collect program evidence, as well as what the results of your most recent evaluation. When possible, use measures of success via outcomes rather than simply the number of people participating.
 - Example:
 - “We served 50 students in our program in fiscal year 2017-2018. 73% of those students increased their average test score by a minimum of 5 points.”
 - Feel free to include a specific success story in this section as well.
- *Cover Letter (limit: 1 page)*
 - Your cover letter should be considered a supplemental addition. Please include a full description of your program in the “Project Description” section.
 - Cover letters can be addressed to:

Board of Directors
 Umpqua Bank Charitable Foundation
 One SW Columbia St., Suite 1200
 Portland, OR 97258

Demographics

- *Number of Program Participants*
 - How many people are served annually by the project/program for which you are requesting funding?
- *LMI Percentage*
 - Select the range that corresponds to the percentage of your clients that are low-to-moderate income.

- *LMI Determination*
 - How does your organization define income level?
- *LMI Details (word limit: 100)*
 - If the majority of the people served by this program/project are low-to-moderate income, explain how you know this information. Do clients self-report upon intake? Do you use the state department of Education website for National School Lunch eligibility?
- *Race/Ethnicity*
 - Which category(s) best describes the race/ethnicity of the clients in this program? There is opportunity to select up to six categories and include the percentages of each.
- *Diversity (word count: 100)*
 - Does your program/project serve a diverse population, either by coincidence or design? How do you know? Tell us about the diversity of the clients, including any protected classes, and the diversity goals of the program, even if not yet reflected in the population served.

Finances

- *Request Amount*
 - The range for this program is \$3000-\$10,000
- *Project Budget: (not Organization Budget)*
 - What is the total cost of running this program each year?
- *Other Funding Sources*
 - List other major funders of this program and specify whether each donation is confirmed or pending. *If pending, list the expected date of decision.*
- *Prior Funding*
 - Has Umpqua Bank contributed to this organization in the past? If so, list the amount and dates.
 - Note: There are several types of charitable contributions from Umpqua Bank. You may have received an official grant or sponsorship, as well as an award on behalf of an Umpqua associate, associate giving + matching funds, or other smaller contribution from a local store.
- *Project Budget (PDF)*
 - Include a full accounting of what you will spend to run the program this year (expenses) as well as how the program will be funded (revenue).

Final Details

- *Umpqua Bank Associates*
 - Include details about their volunteerism if you have them: e.g. Juan Doe has taught in our financial literacy program at least 25 hours/year since 2013; Alicia Brown has been on our Finance Committee since 2011.
 - Avoid any details about your banking relationship with Umpqua or individual donors who are Umpqua associates.
- *Umpqua Volunteer Support:*
 - At Umpqua, we love to see associate participation in the programs we fund. We suggest that organizations log volunteer opportunities in our Community Action Hub (via the [YourCause NPOconnect Portal](#)) and reach out to local Umpqua stores or offices to build volunteerism relationships prior to submitting their first application. If your program is unlikely to benefit from volunteers or if you have already attempted to recruit Umpqua associates, please explain that here.

FAQs

Q: The Tax-ID number I am entering does not allow me to start an application. What do I do?

A: Double-check that the Tax-ID number you have is registered as a 501(c)(3) tax-exempt organization by searching the [GuideStar database](#). If your organization is not a 501(c)(3) but still eligible to apply, like a school district, please contact Community@UmpquaBank.com with details.

Q: I missed the application deadline! Is there any way for my application to be reviewed this cycle?

A: We do not accommodate late applications. However, we review applications every quarter so if you submit it now we will get to it soon!

Q: My organization's last application was declined. When am I eligible to submit another grant application?

A: Generally, organizations may submit only one grant application per calendar year. For example, if the last application you submitted was for review in Q4 2018, the earliest you will be eligible to submit another application would be Q1 2019. Consider the review process and choose appropriate timing for your program/project's funding needs.

Q: Does Umpqua offer sponsorships?

A: Corporate sponsorship funds are connected directly to Umpqua associates who currently serve on a board or high-level committee/council of nonprofit organizations within our geographic and funding focus areas. We look to support strategic opportunities, special events, and fundraising efforts that mutually benefit our communities and Umpqua Bank. Nonprofits cannot apply for a corporate sponsorship; the request is initiated by the associate who is volunteering with an eligible organization.

Q: An Umpqua associate is on our Board of Directors. Should we apply for a Community Grant or should we ask them to apply for funding through the Associate Board Program?

A: Organizations may receive both a Community Grant and an Associate Board Program sponsorship in the same calendar year.

Q: What can I do to submit a more competitive application?

A: The Community Grants program is highly competitive; approximately 35% of applications are approved. We recommend that you provide comprehensive answers to the application questions and that you explain exactly what kind of impact your program is having on your community. We also prioritize programs that have an Umpqua associate involved—before you submit another application we expect that you have done at least one of the following:

- Recruited Umpqua associates to volunteer. If you have not been successful, please explain your efforts to engage Umpqua associates and describe how your organization will address this priority in the upcoming year.
- Sought Umpqua associates to fill open community leadership positions (board or committee) at your organization.
- Posted volunteer opportunities through the [YourCause Nonprofit Platform](#) (check out their [User Guide](#) to get started).

Q: My organization is run through a fiscal sponsor. Can I apply for a grant?

A: Yes. Use the sponsor's Tax-ID number to create an account and submit the application and be sure to include information about that relationship in your project description.