

# 2024 Spring Community Grant Guidelines—Small Grants (Updated January 2024)

Umpqua Bank, through the Umpqua Bank Charitable Foundation, continues to believe in the power of partnership by leading with a Social Impact Strategy and Community Grants program that reflects a deep commitment to improving economic prosperity for under-resourced individuals, families, and small businesses. We are dedicated to building healthier, more resilient, better connected, and inclusive communities throughout our footprint. Through grantmaking and the deployment of other charitable resources—both financial and human—we invest in nonprofit organizations, communities, and leaders with the intent of supporting direct-service programming that incorporates a diversity, equity, and inclusion focus.

## Program Details for Small Grants

Grant range \$5,000-\$10,000 (average grant in 2023 was \$5,555)  
 Grants awarded Around 175 annually  
 Applications received Around 1,000 annually

## Application Process

Applications must be submitted using the [Community Grant form](#) via the Grants Connect platform to be eligible for potential funding. Paper or email applications are not accepted.

## Deadlines

Due to high demand and budgetary considerations, requests received in one grant cycle may be pushed to a later grant cycle. If you don’t hear from us by the end of the expected month, please email us at [Community@UmpquaBank.com](mailto:Community@UmpquaBank.com). Thank you for your patience and understanding!

Grant Cycle	Application opens by:	Application closes at 5:00 p.m. Pacific Time on:	Decisions communicated via email by the end of:
Spring 2024	Tuesday, January 16	Wednesday, March 6	May

***The 2024 Summer and Fall Community Grant Guidelines and Timelines will be released in March 2024.***

Generally, nonprofit organizations may submit only one application per calendar year. An exception may be made in smaller communities where one organization serves as the fiscal sponsor for multiple programs. Please contact us if you believe your organization qualifies for this exception.

## **Review Process**

After the application deadline closes, we begin a multi-stage review process of all received applications. If we need additional information during the review period, we will request a revision through the application portal or contact the applicant directly. The entire process—from application deadline, through review, to formal decisioning—may take up to 12 weeks or longer.

## **Nondiscrimination policy**

Umpqua Bank and the Umpqua Bank Charitable Foundation respect and value diversity, equity, and inclusion. Nonprofit organizations seeking financial support from the bank or the foundation, 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.

## **Reporting**

Besides a payment receipt email, the Umpqua Bank Charitable Foundation does not currently require formal reporting for Community Grant recipients. We encourage nonprofit organizations to include program successes in their applications so that we can see the long-term effectiveness of your program when you submit future grant applications.

## **Contact**

If you have additional questions about our Community Grants program after reviewing this information, please email us at [Community@UmpquaBank.com](mailto:Community@UmpquaBank.com) or visit [www.UmpquaBank.com/Community](http://www.UmpquaBank.com/Community).

## Priority Impact Areas

### Economically Empowered Individuals

#### College, Career, Technical Readiness

Empowering students to develop a tangible path that takes them beyond high school graduation into post-secondary education and/or financially supportive and fulfilling careers

#### Financial Competency

Providing knowledge, skills, and experiential education to people of all ages so they can learn about money, budgeting, savings, and investing

#### Housing Stability and Home Ownership

Connecting individuals and families to long-term affordable housing, and facilitating ownership through down-payment assistance and/or homebuyer education

### Vibrant Business Ecosystems

#### Entrepreneurship and Business Expansion

Supporting new ventures and maturation of micro and small businesses, while contributing to a healthy economy; increasing accessibility to resources and access to capital for under-resourced populations looking to start or grow their business venture

#### Small Business Support and Financial Guidance

Supporting business growth and funding that offers education, technical assistance, tools, and resources for increasing stability and financial acumen for existing business owners

### Thriving Communities

#### Family Engagement and Resiliency

Building strong, positive support networks so families can cope with everyday stresses and occasional crisis

#### Vibrant and Equitable Neighborhoods

Making systemic improvements to an area's individual, community, and societal outcomes, while growing community wealth, stabilizing the economy, and retaining access and culture

#### Technical and Digital Connectivity

Expanding education and access to digital infrastructure for learners, businesses, and consumers

## Eligibility

While we wish we could fund more organizations doing great work, this program supports direct-service programs that align closely with our Priority Impact Areas.

### The Umpqua Bank Charitable Foundation will:

- Accept applications only from qualified, tax-exempt, 501(c)(3) nonprofit organizations—eligible applicants must be registered on the national IRS database at time of application
- Accept applications from nonprofits serving communities where Umpqua Bank maintains a physical location and associates, including branches, commercial banking centers, lending offices, and administrative offices—the list of eligible states is provided within the grant application; there is space to tell us more about the geographical community(ies) your nonprofit serves in relation to the Umpqua Bank location(s) and associates nearest you
- Only fund programs that serve a majority low-to-moderate (LMI) population
- Prioritize nonprofit organizations that engage current Umpqua Bank associates in a volunteer capacity
- Prioritize programs benefitting under-resourced communities

### We are unlikely to:

- Grant to the same nonprofit organization more than three consecutive years
- Approve requests for more than 50% of the program/project budget
- Make grants directly or indirectly to government entities, including municipalities, school districts, and universities/colleges
- Support broad requests for ongoing, general operations (e.g., salaries, overhead, administration, indirect costs, etc.)

### We will not support Community Grant applications for:

- Individual schools
- Animal adoptions/care/training
- Sports/athletics/recreation
- Medical/dental/mental health
- Political advocacy/campaigns/lobbying
- Religious activities or organizations that include religion in programs
- Multi-year commitments
- Capital requests, including new or upgraded buildings
- Capital/fundraising campaigns
- Event sponsorships
- Higher education scholarships
- Association membership fees
- Endowment funds or re-granting programs
- Debt retirement or deficit funding
- Activities providing the Umpqua Bank Charitable Foundation, Umpqua Bank, or its associates with any tangible benefits in exchange for the grant

## Application Fields

This section will help you understand what we're looking for in an application and is for informational purposes only; your formal application must be submitted online. Fields that are required are denoted by a red asterisk.

### Organization Information

We are looking to fund nonprofit organizations that are strongly aligned with Umpqua's Priority Impact Areas, are addressing an identified need in your community, and have a track record of success. We will ask you for the following information on your application:

- Mission Statement\* (word limit: 100)
  - While you may also have a vision, values, and other directional guidance, please provide only the organization's core mission statement.
  - Avoid formatting like bullets and line breaks.
- Website\*
  - Please copy and paste your organization's primary web address.
- Does the organization's leadership have BIPOC (Black, Indigenous, and People of Color) representation? \* (Yes/No)
  - If yes, please select all that apply (pick from list).
- Does this organization primarily serve BIPOC (Black, Indigenous, and People of Color) community(ies)? \* (Yes/No)
  - If yes, please select all that apply (pick from list).
- Is the composition of the nonprofit's board of directors a majority Black, Indigenous, and People of Color (BIPOC)? \* (Yes/No)
- Organization leadership and board demographics \*
  - Given the demographic information you provided above, how are the communities served by your program represented in leadership positions at your organization?
- Mailing Address \*
- Mailing City \*
- Mailing State \*
- Mailing Zip \*
- Is your mailing address the same as your physical address or meeting place? \* (Yes/No)
  - If "no", please enter your physical address or meeting place. This cannot be a P.O. Box.
- W-9\* (file upload, PDF)
  - Use the most current version of the [IRS form](#) (dated 2018). If applying through a fiscal sponsor, provide the sponsor's W-9.

### Organization Leader Contact

The name and email address of the person completing the application is automatically captured by the system when you log in. In this part of the form, we are looking for the contact information for the organization's leader:

- Title\*

- First and last name\*
- Email address\*
- Work number\*

## Request

We are looking for programs that are strongly aligned with Umpqua’s Priority Impact Areas, have a demonstrated record of impact in their community, are thoughtful about what need they are fulfilling and have a plan for sustainability for future success.

- Program Title\*
  - Your application should be focused on a specific program that is already up and running at your organization.
- Please describe your program and how you plan to use the grant funds. \* (word limit: 300)
  - This is the most important part of the application. Please provide a high-level overview of how grant funding will be used, who it will serve, and the desired impact.
- Program Timeframe\* (word limit: 100)
  - Please enter dates, season, or other timing information.
    - Example: “Our financial education courses for students coincide with the traditional academic year, beginning in September and ending in June.”
- Umpqua Priority Impact Area Level 1\* (pick from list)
- Umpqua Priority Impact Area Level 2\* (pick from list)
- Does your organization do any of the following? Please select all that apply \* (pick from list)
- Will this grant be used to address environmental, climate, and/or sustainability challenges? \* (Yes/No)
- Request Amount\*
  - Requests may range from \$5,000 to \$10,000. The average grant in 2023 was \$5,555.
- Project Budget\*
  - Please provide a dollar amount in USD for the overall project or program budget.
- Other Funding Sources\*
  - List other sources of funding for this program that have been secured or are pending.
- Project Budget\*
  - Please upload a detailed project budget.
- Does your program take place outside of the address listed above? \* (Yes/No)
  - If yes, please provide at least one and up to four physical addresses served by this program.
    - For example, if your main office is in Portland, OR, but the program benefits families in Beaverton, Gresham, and Milwaukie equally, provide a physical address in each city or area, and list the Percentage of Program at 34%, 33%, and 33%, respectively.
  - If your organization does not maintain a physical location in each city it serves, use a location from which you recruit clients or post flyers, like a school, partner organization, or city hall.

## Demographics

- Program Participants\*
  - How many people are served by this program annually?
    - Please include units like families, homes, students, businesses, etc.
- Primary Under-Resourced Population\* (pick from list)
  - If the clients served by your program also fall into an under-resourced population, either intentionally because of the organization's mission or unintentionally, select the appropriate category. While we understand several populations may intersect, please choose the one your program serves intentionally or the most dominant population.
- Other Under-Resourced Population (multi-select list)
  - Optionally, you may select any additional under-resourced population(s) served by your program.
- Percentage of Low-to-Moderate Income (LMI) participants served by your program(s)\* (pick from list)
  - We only review applications from organizations where 51% or more of the clients served are low-to-moderate income (LMI).
  - Select the range that corresponds to the percentage of your clients that are low-to-moderate income.
- Low-to-Moderate Income (LMI) Qualifier\* (pick from list)
  - Choose which type of information you use to determine the status of the clients served by this program.
- Other LMI Details\* (word limit: 250)
  - Please provide additional information about the Low-to-Moderate Income (LMI) communities served by this request.

## Volunteer Engagement

At Umpqua Bank, we love to see associate participation in the programs we fund and have made that a priority in our review process. We encourage organizations to post volunteer opportunities in the [NPOconnect Nonprofit Platform](#) and reach out to local Umpqua locations to build volunteer relationships prior to submitting their first application.

- Do you or have you had any Umpqua Bank and/or Financial Pacific Leasing associates volunteering with your organization? \* (Yes/No)
  - Only Current Umpqua Bank and/or Financial Pacific Leasing associate volunteers\*
    - It is the responsibility of the applying nonprofit to verify that any listed associate volunteers are currently employed, at the time of grant application, with Umpqua Bank and/or Financial Pacific Leasing.
    - Please do NOT include any details about your banking relationship with Umpqua Bank (or Columbia Bank in the past) or individual donors who are Umpqua associates.
  - If yes, please provide additional details.
- In what way(s) are Umpqua Bank volunteers currently supporting your organization? (Select all that apply)

- Are you interested in future volunteer support from Umpqua Bank? \* (Yes/No)
- If yes, what kind of volunteer support would be helpful? (Select all that apply)

### **Final Information**

- Attestation\*



## Frequently Asked Questions

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

A: Generally, the next calendar year. However, please be sure to update and strengthen the request before submitting a new application.

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

A: The Community Grants program is highly competitive; typically, about 20% of applications are approved every year. Please ensure that your organization's mission is strongly aligned with one of our Priority Impact Areas. We also prioritize programs that have an Umpqua associate involved, especially in a leadership capacity. Before you submit another application, we expect that you have made progress on at least one of the following:

- Recruited Umpqua Bank associates to volunteer, at least episodically. If you have not been successful, please explain your efforts to engage Umpqua associates.
- If it made sense, sought Umpqua Bank associates to fill open community leadership positions (board or committee) at your organization.
- Posted volunteer opportunities through the [YourCause Nonprofit Platform](#).
- Having active conversations with us to explore ways to engage volunteer associates.

Q: Does Umpqua offer sponsorships?

A: Community Grants are the primary open, broad-based funding opportunities through the Umpqua Bank Charitable Foundation. Event sponsorships may be initiated by some business lines throughout Umpqua Bank, but there is no public channel to request sponsorships.

Q: We had a grant writer who is no longer with the organization. How can we access the grant application history without their account?

A: We can add or replace applicants on both drafted and submitted applications. Please reach out to us at [Community@UmpquaBank.com](mailto:Community@UmpquaBank.com) for help.

Q: I'm having issues with the Grants Connect platform. How do I get help?

A: At the lower right corner of the Grants Connect screen you will see an icon that says, "Need Assistance?" There you will get technical assistance from the Grants Connect vendor, Your Cause.

Q: I already have a Grants Connect account that I use for another funder. Can I use the same login to complete this application?

A: Yes, a single account can be used for all grantmaking foundations or companies using Grants Connect.

Q: I missed the application deadline. Can my application to be reviewed during the current cycle?

A: With the automation of our system, late applications cannot be accepted. However, your application progress is not lost. Please reach out to us at [Community@UmpquaBank.com](mailto:Community@UmpquaBank.com) for help routing a draft application to the next available cycle.