



SPRING 2019 PLEDGE 10 GUIDELINES AND FREQUENTLY ASKED QUESTIONS

“TOGETHER WE CAN MAKE A DIFFERENCE!”

Thank you for your interest in a Pledge 10 Grant. We hope that this document will answer some of your questions about the process of submitting a grant proposal. We suggest you read over this document* and refer to it as needed. 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

FILLING IN THE GRANT PROPOSAL

Please provide all necessary information. The application will not be accepted if required information is missing.

Funding Information – Projects must serve areas within Jonesboro State Bank’s primary service area: Jackson Parish, Bienville, Winn and southern Lincoln parishes. Check the area of focus your project falls in. Also indicate which type organization is applying: charitable (in good standing with the Internal Revenue Service and the State of Louisiana), governmental, school or church/house of worship.

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 act for the organization/agency, generally an Executive Director, Board Chair/President, Principal or CEO. Provide additional information if available. When describing your organization and its activities, *assume that the member of the grant panel scoring the proposal may not be familiar with what you do.* Please provide clear descriptions with appropriate grammar and punctuation.

Request History - Please provide requested information. The same or equivalent project will be funded no more than twice.

Project Information – Name your project, the amount you are requesting (minimum \$2,500 and maximum \$10,000), who will be overseeing the project, dates and a description of the project. 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 beginning of the project.

Be sure to describe:

- How this project is new or different from current activities or services.
- In what way this project will reach new participants or 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 all income in addition to the requested grant amount. All expenditures should be listed and described. Income and expense amounts must match exactly. The application will automatically add up the figures you supply.

We anticipate receiving a healthy number of worthy grant requests and may not be able to fully fund those recommended. Tell us how you will adjust the project in the event of partial funding.

Project Relevancy asks for information about how your project will meet needs within the Jonesboro State Bank service area.

Please tell us how you will evaluate the effectiveness of your project and what 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 the larger community as appropriate. Specifically, describe how will you acknowledge Jonesboro State Bank Pledge 10 as a funder of your project?

Community Served – List the parish or parishes that will be served by your project and the number of people you anticipate serving/participating.

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. Provide the name of the person authorized to submit the application and check the “I’m not a robot” box prior to hitting the submit button.

Scroll through the application to make sure that you have provided all requested information.

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.

HINTS: You may wish to type out answers to narrative questions on a word processor 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 and help ensure clarity.**

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. Email questions to pledge10@jboro.com.
- When will I know if our project is recommended for funding? – We plan to notify applicants about funding decisions for the Spring 2019 grant cycle by April 15, 2019.
- What type of final report do I need to send when the project is completed? – Around the completion date that you provide on the proposal, we will email you a final report form. Should your project be finished early, please email pledge10@jboro.com and request the form. Be sure to keep copies of receipts over \$100 and copies of print, relevant photographs, social media promotion, and other pertinent project promotion.

*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