

General Guidelines

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

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 actively involved in the applicant organization's work.
- 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.
- Maintain nondiscriminatory policies and practices regarding physical ability, gender, race, age, sexual orientation, ethnic origin, and creed.
- Submit a proposal that demonstrates reasonable per-participant costs and allocates no more than 50% of the requested funds to 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 of 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, micro-enterprise 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 they develop the ability and confidence to use their 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 for 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. Organization Information

The first section requests details regarding the applying organization. Information required includes:

- Name of applying organization
- Location
- Coordinator of Proposal
- Head of Organization

Section II. Organization Background and Description

This section requires a description of the organization's management. Include the following:

- Organization's mission
- Number of people served by the organization during the previous year
- Number of employees and contracted professional service providers

Section III. Contact Information

This section requires contact information for the executive director, project coordinator, and board of directors.

In addition, the organization must include a partnership statement from its Popular Bank employee liaison that includes the objective and mission of the proposed request, overview and rationale for Popular Bank involvement, and a summary of proposed activities. In addition, the organization must describe the role of the liaison and the way, with examples, in which they contribute to the organization.

Section IV. Previous Year's Project Results

Returning grantees must complete this section and report on the results of the previously funded project:

- **Project Summary** - Briefly describe what was implemented during the grant period. Note any significant changes to the original project scope, timeline, or approach, and explain why those changes were made.
- **People Reached** - Report on the total number of individuals directly served by the funded project during the grant period.
- **Use of Funds** - For each budget category identified in your application, indicate the actual amount spent and note any material differences from the original allocation.
- **Results** - Describe what the project delivered and achieved during the grant period. Reference the result indicator selected in your application and report on what was measured or documented. Be specific — numbers, completions, and concrete examples are more useful than general descriptions.
- **Challenges and Adjustments** - Describe any significant challenges encountered and how your organization responded. Note anything that would be done differently in a future grant cycle.

Section V. Proposed Project Information

In this section, the organization must provide details about its current funding request by addressing the following:

- **Project Title**
- **Project Description** - Provide a clear description of the proposed project, including its primary activities, the population it will serve, the estimated number of direct beneficiaries, and the project period (start and end dates). If this project is a component of a larger initiative, briefly describe how it connects to the broader program.
- **Expected Results** - Aligned with the selected funding category, describe the specific, measurable result this project expects to achieve within the grant period. Explain how progress toward that result will be tracked and documented.
- Use of Funds Narrative
- **Population to be Served (existing table)**

Section VI. Documents

Proposed Project Budget

- Revise program for project
 - **Use of Funds** – Briefly narrate how grant funds will be allocated. Identify the main budget categories — such as personnel, contracted professionals, materials and supplies, training, or direct program activities — and the approximate amount allocated to each.
 - Please include as an attachment to this application a detailed budget of the entire project expenses. The budget should include an itemization for requested funds and amount of other funding sources approved, pledged, or requested.

Required Documents

- 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.
 - For requests over \$10,000, attach IRS (if applicable) or most recent audited financial statements.