



Community Contribution Program

Thank you for your interest in the Plumas Bank Community Contributions Program. Please read the following program outline prior to submitting your application.

Our Mission is to demonstrate goodwill in our communities, by tangibly contributing to the economic vitality of the areas we serve. The Bank will accomplish this by providing monetary awards to support local community based organizations that provide valuable services in the areas of economic development, affordable housing, education and health care throughout our service area.

Eligibility The following criteria are required to qualify for a Plumas Bank Community Contribution:

- Organizations whose services meet the needs and benefit the people living within Plumas Bank's service area.
- Consideration of a request will be determined based upon the severity of need, the level of funding available from other sources and the likelihood that the donation will help to bring about desired outcomes.
- Charitable or non-profit 501 (c)(3) organizations.

Organizations and activities meeting the established criteria will fall into the following categories:

- Healthcare services
- Housing programs
- Job development programs
- Educational programs

Priority will be made to programs meeting the above needs of low to moderate income individuals and households. The following types of organizations are ineligible for a Plumas Bank Community Contribution:

- Multi year capital facility or endowment campaigns
- National charities, or their local affiliates
- Special interest groups such as political, labor, religious or lobbying organizations

APPLICATION PROCESS

To apply for a Plumas Bank Community Contribution, please complete the Community Contribution application included in this packet.

When Community Contributions are made and when to apply:

Community Contributions are made after an application and selection process is completed; awardees are selected in May and November each year.

Application Proposals: The application form with supporting documentation must be submitted by March 1st and September 1st of each year. A prescreening process will assure requests meet Community Contribution guidelines. The submitting party may be contacted in the interim if clarification of the request is needed.

Questions:

All applications must be submitted in writing to the address below (no faxes or e-mails please). Applicants may contact the Plumas Bank Compliance/ CRA Officer with questions via telephone at 530-283-7305 or mail to:

Plumas Bank Compliance/CRA Officer
35 S. Lindan Ave.
Quincy, CA 95971

REVIEW PROCESS

Each properly submitted Application will be reviewed. The criteria to be considered in reviewing applications will include:

1. Documented evidence of the needs of the community and the potential benefit.
2. Clarity of the project's goals and objectives.
3. Confidence in the ability of the organization to achieve the results expected.
4. The community support for the program.
5. The organization's plan to secure funding for continuation of the program in subsequent years.
6. The availability of funds and the balance of distribution among those being considered.

Community Contributions will be made as fair and equitable as possible. Organizations receiving awards will not be considered for subsequent awards for three years, e.g. an organization receiving an award in 2007 will not be considered for an additional contribution until 2010.

In most cases, awards will be made to support projects, activities, and programs that can be completed within one year. Although a limited number of multi-year projects may be made, awards will not usually be repeated or renewed. Grants will not generally be awarded as operating support or funding for ongoing or annual programs. Grants will not be awarded to replace public funding or for purposes which are a public responsibility. An organization may submit an application for a given project a maximum of two (2) times.

Notification Notice in writing of the Community Contribution decision will be issued by May 31 and November 30 of each year.

Matching From time to time, in an effort to leverage a contribution, Plumas Bank may require an organization to seek matching funds to support further fundraising efforts within a community.

Agreement A Community Contributions Agreement will be signed by Plumas Bank and the awardees. The Agreement will address the use and disbursement of funds as well as other covenants and representations. Grant proceeds will be remitted subject to the signed Agreement. A periodic Grant Progress Report will be required during completion of a project.

Control of Funds Close contact with the organization will be maintained, establishing a mechanism to monitor and control the use of funds once a Community Contribution is made.

Publicity Plumas Bank would appreciate efforts to publicize its reinvestment in our communities. We would welcome any effort on the part of Community Contribution recipients to submit news releases and organize photo opportunities for the press. Copies of press releases should be approved by the Bank prior to publication.

Acknowledgments Expressions of gratitude by Community Contribution recipients are deeply appreciated by Plumas Bank. It would be preferred that organizations not use the Community Contribution award monies on decorative gifts or plaques. Public recognition of the Bank's support through banners, signage, brochure, or dedication, as well as invitations to and verbal acknowledgment at an organization's event would be preferred.



Plumas Bank

Community Contribution Application

Each Community Contribution Application must include the supporting information and/or documentation described below. Applications are accepted by March 1 and September 1, and recipients selected by May 30 and November 30 of each year. Application documentation is limited to five pages. All requests must be typed (in 12 pt font) with one original and two copies provided. For your protection, please do not e-mail the application.

Section I

Date of Request: _____ Name of Organization: _____

Organization's Representative: _____

Address: _____

Phone: _____ Email: _____

IRS 501 (c) (3) Not-for-Profit Organization? Yes No

Does this organization have a current relationship with Plumas Bank? Yes No

Has Plumas Bank previously donated to your organization? Yes No

If so, when? _____

Amount Requested? _____ Date funds are needed by: _____

Section II

Please answer the following questions in this section in a clear and concise manner on separate sheet(s) of paper.

1. Specific purpose of the request.
2. Primary mission of the organization.
3. Number and location of those served by the organization.
4. Detailed description of how Plumas Bank funds will be used.
5. Detailed description of additional fundraising strategies and sources, and how all needed funds will be secured.
6. Describe how the donation will serve the needs of the group and who will benefit.
7. What are the benefits of the proposed project to the organization?
8. What are the benefits of the proposed project to our Community?

Section III

Please include the following attachments with your application:

- Total Operating Budget
- Past and Projected Timeline for Project Completion
- Current Financial Statements
- IRS 501 (c) (3) Non-Profit Qualification Letter (if applicable)
- List of Board of Directors

Signature of Organization Representative

Completion of this form does not guarantee fulfillment of this request. Print and complete this application and submit along with all supporting documentation. Incomplete application packages will not receive consideration. Plumas Bank reserves the right to determine level of completeness. Please deliver the completed application to your local Plumas Bank office or mail to the Compliance/CRA Officer at address listed above.