



JEWISH WOMEN'S FOUNDATION
OF GREATER PITTSBURGH

2010 Grant Application Guidelines

New Focus Area

For its 2010 funding cycle, the JWF is interested in funding innovative programs that address the educational needs of women and girls. Areas of interest include, but are not limited to: STEM (Science, Technology, Engineering and Math), early childhood education, excellence in teaching, self-esteem/bullying, leadership, anti-Semitism, dating violence/domestic abuse, physical and mental health, mentoring and facilitating the educational and economic advancement of women and girls.

Grant Programs

Signature Grant Program

JWF is seeking to fund a signature program and will consider requests up to \$25,000 for this endeavor. Successful applicants will be eligible for multi-year funding. There is no guarantee that a signature grant will be made in 2010. A project selected as a JWF Signature Grant is one that is closely aligned with the JWF mission to support innovative educational projects that will have demonstrable impact on the educational and economic advancement of women and girls in Allegheny County. Other crucial factors include clearly defined outcomes, well-defined implementation strategies, plans for long-term sustainability and capacity for inter-agency collaboration to promote program goals. See Proposal Details below.

Standard Grant Program

Most JWF grants have been in the range of \$5,000 to \$10,000 and the average amount funded is \$7,500. **Standard Grant Program requests for 2010 should not exceed \$7,500.** Organizations will be considered for funding on a year-to-year basis. Previous funding will not guarantee continued funding or prevent future funding. The Foundation will entertain requests for renewal funding. See Proposal Details below.

Funding Guidelines

The JWF is seeking to:

- create innovative ways to support women and girls by funding programs that address their unique needs in the area of education;
- identify, implement and evaluate new educational strategies that address issues relevant to women and girls; and,
- fund proposals that work towards creating social change.

The JWF encourages new and innovative initiatives, but under special circumstances will consider funding existing projects that address our mission and focus.

The JWF funds only organizations with their own 501(c)(3) tax status or with a fiscal agent who is a 501(c)(3).

The JWF funds initiatives for the Standard Grant Program in Allegheny County and northern Israel. The Signature Grant Program is for Allegheny County only.

The JWF does not fund operating budgets, scholarships, political campaigns, capital campaigns or endowments.

Deadline of Submission of Grant Application

Grant applications must be received by 4:30 pm on September 20, 2010. Applications received after that date will not be considered. Applications should be addressed to:

Judy Greenwald Cohen, Executive Director
Jewish Women's Foundation
234 McKee Place
Pittsburgh, PA 15213

Notification of Status/Questions

Each organization submitting a grant application will be notified in writing by November 30, 2010 of the JWF's decision. You will receive an email acknowledgement that your proposal has been received.

Contact Judy Greenwald Cohen at 412-727-1108 or jcohen@jwfpgh.org if you have any questions. The JWF website also provides additional information: www.jwfpgh.org

Grant Application Instructions and Format

HARD COPY SUBMISSION

A hard copy original plus three copies of all documents must be mailed or delivered to the foundation office, including

- Application Summary Sheet
- Executive Summary
- Program or Proposal Narrative
- Organization Background (Signature Grant proposal)
- Evaluation (Signature Grant proposal)
- Project Budget
- Copy of the most recent IRS 501(c)(3) determination letter
- Organizational budget; (submit budget only; please do not include audited financial statements; if needed, they will be requested)
- Two letters of support from co-funders, project participants or project recipients documenting support of the program and/or the organization
- Organizational structure
- Board of Directors list

Proposals should be unbound and suitable for copying. Please do not use formal binding, tabs, dividers or staples when submitting your proposal.

ELECTRONIC COPY SUBMISSION

Electronic copies of the following are also required. Send as separate, individual files in WORD format to jcohen@jwfpgh.org.

- Application Summary Sheet
 - Executive Summary
 - Program or Proposal Narrative
 - Organization Background (Signature Grant proposal)
 - Evaluation (Signature Grant proposal)
 - Project Budget
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PROPOSAL DETAILS – Signature Grant Program

Please structure the proposal to provide the following information in the order indicated. Please be sure to address **ALL** elements listed in the outline.

I. APPLICATION SUMMARY SHEET (see attached below)

II. EXECUTIVE SUMMARY

One page including:

- Brief description of the problem/need, the program and how the program addresses the need.
- Outcomes the organization plans to achieve.
- Who the project serves (target population), how many it serves and why it is important.
- Specific aims/goals of the program.
- Significance and impact of the proposed work; i.e., how the project will benefit the participants and the community.
- Funds requested and rationale for funding.
- Why the organization should receive the funds to implement the project.

III. PROGRAM NARRATIVE

Please be concise and submit a **maximum** of four printed pages, with 1 inch margins and a minimum type size of 12 points.

I. Program Description

- Describe the program/project.
- Identify the need/problem to be addressed and how this program will address that need.
- Describe how you determined the need existed.
- Include target population and the number of women or girls that will be impacted. Indicate if the program will also impact boys and/or men, and if yes, describe why this is an essential element of the proposal.
- Identify the goals/objectives of the program.
- Identify if the program is new or currently exists.

II. Program timetable – provide details

III. Identify partners or collaborating organizations and their roles:

- If a partner's contribution to the program/project will be of a financial nature, please indicate whether that commitment is considered secure or pending at the time of the proposal submission and include it on the Budget Form.
- If the commitment is contingent upon an occurrence, please describe the nature of the particular contingency.
- If a partner's contribution to the program/project is In-Kind, please describe what the partner will be doing, estimate the monetary value of these In-Kind contributions and include that amount in "expense" and "revenue" on the Budget Form.

IV. Identify staffing needs

V. Describe your sustainability plan at the end of three years should your program be funded for that period of time.

IV. ORGANIZATION BACKGROUND – not to exceed one page

- Summarize briefly the organization's history.
- State your mission.
- List current programs/projects.
- Highlight accomplishments.

V. EVALUATION – not to exceed one page

- Describe the plan to measure and report the outcomes of each goal/objective, including how success will be defined and measured.
- Describe how evaluation results will be used and/or disseminated.
- Describe the active involvement of constituents in evaluating the program/project.

VI. PROJECT BUDGET – not to exceed one page

See attached form.

- A detailed budget, including total project budget and amount requested to the JWF, is a critical requirement. A narrative description explaining an unusual budget item and, if applicable, the percentage of "overhead" applied to the project should be included. "In kind" expenses and donations or matching funds should also be described.
- Specify budget period.
- Note if requests to other funders have or have not been submitted. Include list and amounts requested and/or committed.

PROPOSAL DETAILS – Standard Grant Program

Please structure the proposal to provide the following information in the order indicated. Please be sure to address **ALL** elements listed in the outline.

I. APPLICATION SUMMARY SHEET (see attached below)

II. EXECUTIVE SUMMARY

One page including:

- Brief description of the problem/need, the program and how the program addresses the need.
- Outcomes the organization plans to achieve.
- Who the project serves (target population), how many it serves and why it is important.
- Specific aims/goals of the program.
- Significance and impact of the proposed work; i.e., how the project will benefit the participants and the community.
- Funds requested and rationale for funding.
- Why the organization should receive the funds to implement the project.

III. PROPOSAL NARRATIVE

Please be concise and submit a **maximum** of six printed pages, with 1 inch margins and a minimum type size of 12 points.

A. Program Description

- Describe the program/project.
- Identify the need/problem to be addressed and how this program will address that need.
- Describe how you determined the need existed.
- Include target population and the number of women or girls that will be impacted. Indicate if the program will also impact boys and/or men, and if yes, describe why this is an essential element of the proposal.
- Identify the goals/objectives of the program
- Identify if the program is new or currently exists.

B. Organization Background

- Summarize briefly the organization's history
- State your mission
- Highlight accomplishments

C. Evaluation

- Describe the plan to measure and report the outcomes of each goal/objective.

VI. PROJECT BUDGET

- A detailed budget, including total project budget and amount requested to the JWF, is a critical requirement. A narrative description explaining an unusual budget item and, if applicable, the percentage of “overhead” applied to the project should be included. “In kind” expenses and donations or matching funds should also be described.
- Specify budget period.
- Note if requests to other funders have or have not been submitted. Include specific list of funders (note source of funding as government, foundation or other) and amounts requested and/or committed.

Requests for Continuing Funding

If this is a request for continuing funds for a project that already has been funded by the Jewish Women's Foundation, in addition to the above, a progress report describing the results of the work accomplished during the previous period of funding must be included. Please address each of the following:

- A. Why is continued funding requested and how will the proposed work expand or enhance the work that has been accomplished in the first period of funding? Are there special circumstances that have led to a request for continued funding?
- B. Financial report on how the previous grant funds were utilized. What, if any, other funders were involved in supporting this project? (include in-kind contributions)
- C. List the goals/objectives of the project and state the progress that was made on these goals. Describe the key accomplishments of the program. State the number of girls that were impacted by the project.
- D. List any key challenges faced during the project and why they occurred. How did they impact your project's outcomes, and how will they be addressed in the future?
- E. Evaluation: please state how you measured the effectiveness of the program and provide any evaluation tools you used.

2010 JWF Grant Application – Signature Grant Program Program/Project Budget Form

The purpose of the Budget Form is to provide the JWF with complete information about your program/project's projected Expenses and Revenues. You may scan, reproduce, photocopy or download this form from www.jwfpgh.org. Below is a listing of standard budget items; please add categories where appropriate.

Time Period Covered by this Budget: _____ to _____

I. EXPENSES	A. Total Expenses	B. Amount Requested to JWF	
Salaries	_____	_____	
Payroll Taxes	_____	_____	
Consultants/Professional Fees	_____	_____	
Insurance	_____	_____	
Travel/Transportation/Parking	_____	_____	
Equipment	_____	_____	
Supplies	_____	_____	
Printing/Copying	_____	_____	
Telephone/Fax	_____	_____	
Postage	_____	_____	
Rent	_____	_____	
Utilities	_____	_____	
Evaluation	_____	_____	
Marketing	_____	_____	
Other (please provide details)	_____	_____	
 SUMMARY OF EXPENSES	_____	_____	
II. REVENUE	C. Committed Revenue	D. Pending Revenue	E. Total Revenue
Grants/Contracts/Contributions	_____	_____	_____
Government*	_____	_____	_____
Foundations*	_____	_____	_____
Corporations*	_____	_____	_____
Individuals	_____	_____	_____
Earned Income (Admissions/Fees, etc.)	_____	_____	_____
In-Kind Support (Indicate Source)*	_____	_____	_____
Other Revenue (please provide details)	_____	_____	_____
 SUMMARY OF REVENUE	_____	_____	_____

***Please itemize Sources of Revenue from Government, Foundations and Corporations in your budget narrative. Be sure to include the value of In-Kind Support in both Expenses and Revenue on this form and explain in your budget narrative.**



JEWISH WOMEN'S FOUNDATION
OF GREATER PITTSBURGH

Application Summary Sheet

Organization Name: _____ Year Founded: _____

Web Site: _____ Current annual operating budget: _____

Organization's Mission: _____

Executive Director: _____

Contact person: _____
(if different from above)

Title: _____ Email: _____

Address: _____

Phone: _____ Fax: _____ Website: _____

Project Name: _____

New Project: _____ Continuing Project: _____

Beginning and ending dates of the project: _____

Amount requested: _____ Total project cost: _____

Past JWF grants requested or received (list year and amount): _____

Signature: _____ Date: _____

Typed Name and Title: _____