



JEWISH WOMEN'S FOUNDATION  
OF GREATER PITTSBURGH

## 2011 Grant Application Guidelines

For its 2011 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), self-esteem, bullying, leadership, dating violence/domestic abuse, physical and mental health and mentoring. Proposals focused on the economic security of women and girls are of particular interest.

### Grant Programs

#### *Standard Grant Program*

**Standard Grant Program requests for 2011 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.*

#### *Signature Grant Program - no proposals are being accepted at this time.*

JWF is seeking to fund a signature program with a focus on economic security and empowerment for women and girls 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.

### Funding Guidelines

The JWF is seeking to:

- create innovative ways to support women and girls by funding programs that address their unique needs;
- identify, implement and evaluate new 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 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 4:00 pm on September 9, 2011. 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, 2011 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](mailto:jcohen@jwfpgh.org) if you have any questions. The JWF website also provides additional information: [www.jwfpgh.org](http://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
- Proposal Narrative
- 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

In addition to hard copies of all sections, electronic copies of the following sections are also required. Send as separate, individual files in WORD format to [jcohen@jwfpgh.org](mailto:jcohen@jwfpgh.org).

- Application Summary Sheet
- Executive Summary
- Proposal Narrative
- Project Budget
- Request for Continuous Funding form, if appropriate.

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### 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

- Identify the need/problem to be addressed and note how you determined the need existed.
- Describe the program/project.
- Describe the impact your project will have on the identified problem.
- Describe why your organization is well suited to implement the proposed program.
- Include target population and how many 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.
- Clearly delineate the goals and 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**

Provide a detailed budget, including revenues and expenses, for this program. Address how you will use this grant and any other sources of funding to cover identified expenses. If the requested amount to JWF is different from the total cost of the project, itemize all other confirmed and anticipated sources of revenue. If any other sources of funding are not yet confirmed, discuss your plans to secure them. If applicable, also address how you plan to pay for the program at the termination of the grant

*See Sample Budget Format.*

**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.

**Sample Budget Format**

<b>REVENUE</b>	<b><u>Committed Funds</u></b>	<b><u>Pending Funds</u></b>
1. Grants/Contracts/Contributions		
Foundations (itemize on separate lines)		
Corporations (itemize on separate lines)		
Individuals		
Other (specify)		
2. Earned Income		
Events		
Publications and Products		
3. Membership Income		
4. In-Kind Support		
5. Other (specify)		
TOTAL REVENUE		
<b>EXPENSES</b>	<b><u>JWF Foundation Grant</u></b>	<b><u>Total Project</u></b>
1. Personnel		
Salaries and Wages (itemize on separate lines)		
Consultants and Professional Fees (itemize)		
2. Operations		
Rent		
Printing and copying		
Equipment		
Supplies		
Other		
TOTAL EXPENSES		
<b>Surplus (Deficit)</b>		<b>Total</b>
TOTAL REVENUE		
(TOTAL EXPENSE)		
TOTAL SURPLUS (DEFICIT)		



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### 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: \_\_\_\_\_