



JEWISH WOMEN'S FOUNDATION  
OF GREATER PITTSBURGH

## **2018 Small Grants Proposal Guidelines**

For its 2018 funding cycle, the Jewish Women's Foundation is requesting proposals from the community that impact women and girls.

**Deadline for Submission:** September 7, 2018; midnight.

### **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 to create or help sustain social change.

**Grant requests for 2018 should not exceed \$10,000.** Organizations will be considered for funding on a year-to-year basis. Previous funding will not guarantee continued funding or preclude future funding. See proposal details below.

JWF encourages new and innovative initiatives, but will also consider funding existing projects that address our mission and focus.

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

Projects to be considered are for Allegheny County, PA only.

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

### **Evaluation Criteria**

JWF is seeking proposals that make significant impact and "move the needle" on important issues that impact women and girls. Evaluation criteria for the proposals will include, but are not be limited to, the following. Note: JWF expects that not all applications will fulfill all criteria.

- Significance – when the project is completed, how will it contribute to positive social change for women and girls?
- Innovation – to what extent does the project address new and/or innovative approaches to improving the lives of women and girls?
- Methodology – are the plans to implement the project and evaluate outcomes clear and appropriate?

### **Notification of Status/Questions**

Each organization submitting a grant application will be notified in writing of JWF's decision no later than November 30, 2018.

Contact Judy Greenwald Cohen at 412-727-1108 or [jcohen@jwfpgh.org](mailto:jcohen@jwfpgh.org) if you have any questions. Organizations are encouraged to contact Ms. Cohen and discuss proposal ideas. The JWF website also provides additional information: [www.jwfpgh.org](http://www.jwfpgh.org)

### **Grant Application Submission Instructions and File Format**

ELECTRONIC PROPOSAL SUBMISSION ONLY - Submit an electronic version of all documents noted below in the following manner to [jcohen@jwfpgh.org](mailto:jcohen@jwfpgh.org). The foundation will send an acknowledgement upon receipt of the proposal.

In a single WORD (.doc or .docx) file, combine the following:

- Application Summary Sheet
- Executive Summary
- Proposal Narrative
- Project Budget
- Request for Continuous Funding Form (if applicable)

Name the file "*organization name proposal.doc* or *.docx*".

Please submit each of the following in **SEPARATE** WORD or PDF (.doc, .docx or .pdf) files:

- Copy of the most recent IRS 501(c)(3) determination letter
- Most recent 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 for the program and/or the organization
- Organizational structure
- Board of Directors list

## Proposal Details

Please structure the proposal and provide all of the following information in a single WORD (.doc or .docx) file, in the order indicated. Be sure to address ALL elements listed in the outline.

- I. APPLICATION SUMMARY SHEET (attached below)
- II. EXECUTIVE SUMMARY – no more than one page including:
  - Brief description of the problem/need, the program and how the program addresses the need
  - Specific goals of the program
  - Outcomes the organization plans to achieve
  - Who the project serves (target population) and how many it serves
  - Significance and impact of the proposed work; i.e., how the project will benefit the participants and the community and create the desired change
  - Funds requested, rationale for funding and sustainability possibilities
- II. 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.

Be sure to consider the evaluation criteria – Significance, Innovation and Methodology - when you are submitting your proposal.

### 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; what is the change that you seeking to create as a result of this program?
- 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 and discuss any obstacles that may prevent you from achieving your goals
- Identify if the program is new or currently exists in your organization; also identify whether any other local non-profit organizations are doing similar work, and if yes, how your organization's work relates or is different from this
- Outline the staffing required to carry out the program; indicate if staffing already exists or if new staff will be hired

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 – see format below

In addition to the budget form, provide a proposed sustainability plan. If details aren't yet known, please describe efforts that will be made to obtain continuous funding.

**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, please include, in addition to the above, a progress report describing the results of the work accomplished during the previous period of funding.

Please address each of the following:

- Why is continued funding requested?
- How did the organization accomplish each of the goals established at the outset of the project?
- Were the funds used as budgeted? If not, why?
- Were there challenges and if yes, how were they overcome?
- Did the project impact women and girls in a meaningful way? Did it contribute to positive social change?

Sample Program Budget Format

REVENUE	Committed	Pending
1. Funding Sources		
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		
EXPENSES	JWF Foundation Grant Request	Total Project
1. Personnel		
Salaries and Wages (itemize by job title on separate lines)		
Consultants and Professional Fees (itemize)		
2. Operations		
Rent		
Printing and copying		
Equipment		
Supplies		
Other		
TOTAL EXPENSES		
Surplus (Deficit)		Total
TOTAL REVENUE		
(TOTAL EXPENSE)		
TOTAL SURPLUS (DEFICIT)		



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## Application Summary Sheet

Organization Name: \_\_\_\_\_ Year Founded: \_\_\_\_\_

Current annual operating budget: \_\_\_\_\_

Number of Staff: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time

Organization's Mission: \_\_\_\_\_  
\_\_\_\_\_

Executive Director: \_\_\_\_\_

Number of Women on your Board: \_\_\_\_\_ Total # Board: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
(if different from above)

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Website: \_\_\_\_\_ Facebook: \_\_\_\_\_ Other: \_\_\_\_\_

Project Name: \_\_\_\_\_

New Project: \_\_\_\_\_ Continuing Project: \_\_\_\_\_

Beginning and ending dates of the project: \_\_\_\_\_

Amount requested: \_\_\_\_\_ Total project cost: \_\_\_\_\_

Number of Women/Girls impacted: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_