



2020 Letter of Inquiry (LOI)

The Jewish Women's Foundation of Greater Pittsburgh (JWF) is now accepting Letters of Inquiry for the 2020 grant cycle. Submission of the LOI is the first step in the allocation process. Note that if sufficient information is included, a full proposal may not be necessary. For this year's cycle, JWF will consider both programmatic and general, unrestricted operating funding requests up to \$10,000. JWF reserves the right to modify our grantmaking process based on need.

JWF funds with a "gender lens," and will only consider Letters of Inquiry from organizations that demonstrate a specific focus and impact on the needs of women and girls. Note that JWF does not fund scholarships or capital campaigns. Agencies are encouraged to contact the foundation to discuss proposal ideas.

Instructions — All letters must be *no more than three pages* and include the following information, in WORD format:

SUMMARY INFORMATION

- Name of the organization, address, Executive Director and a direct contact (if different from Executive Director) with phone numbers and emails.
- A brief description of the organization, including organization mission and area of activity, need addressed and target population, total organizational budget (single amount)
- Number of staff – full-time and part-time
- Number of people on your Board and how many identify as women or girls

REQUEST FOR OPERATING FUNDS

- Please summarize, in no more than five sentences, the purpose and amount of the grant request.
For example: "to support the annual operating budget of a nonprofit that provides employment training and placement for low-income women."
- If requesting general operating funds, please answer the following questions regarding impact of COVID-19:
- On your work: what are the obstacles and challenges you are facing in serving your clients and/or executing your work? How are you dealing with these challenges? What has changed, if anything, in your work - e.g., increase or reduction in number of clients served; different needs identified; different service delivery; etc
- On your clients - e.g., financial; health - both physical and mental; other
- On your agency - e.g., layoffs, canceled events; interruption in funding streams, other
- How much government funding (such as "PPP") has your organization received during the COVID pandemic?

REQUEST FOR FUNDS FOR A SPECIFIC PROGRAM

- Brief description of the project (up to five sentences)
- Need addressed
- Target population
- Additional partners and/or funders in the project
- Projected goals and how outcomes will be measured
- Time frame for implementation
- Operating budget (single amount)
- Amount requested and total project amount

Please specify if this is a new or existing project and if it will only be implemented if funding is secured.

APPLICATION TIMELINE

- 1) Letters of Inquiry must be e-mailed to Melanie Weisbord, mweisbord@jwfpgh.org as a word document, no later than **September 30, 2020**. Decisions will be made by December 31, 2020.
- 2) **Only selected organizations** will receive an invitation to submit a proposal, if additional information is needed.