



JEWISH WOMEN'S FOUNDATION
OF GREATER PITTSBURGH

Guidelines

For its 2008 funding cycle, the JWF is interested in funding innovative projects that address critical issues impacting adolescent girls. Examples of the types of projects that have been funded by the foundation include those that focus on education, gender equity, leadership development, dating and intimate partner violence, advocacy and girls' health. The foundation will consider exceptional proposals that focus on issues that affect women and girls that are outside of the specific JWF funding focus, but encourages consultation with JWF before submission.

Most grants range in size from \$5,000 to \$10,000 and the average amount funded is \$7,500. Grant requests for 2008 should not exceed \$15,000.

The JWF is seeking to:

- create innovative ways to support girls by funding projects that address their unique needs;
- identify, implement and evaluate new strategies that address issues relevant to adolescent girls; and,
- fund proposals that work towards creating social change.

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

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 in Pittsburgh, Allegheny County and northern Israel.

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

Organizations will be considered for funding on a year-to-year basis. Previous funding will not guarantee continued funding or prevent future funding. However, the Foundation will entertain requests for renewal funding.

Deadline of Submission of Grant Application

Grant applications must be received by end of business on **Friday, September 12, 2008**. Applications received after that date will not be considered. Applications should be addressed to:

Judy 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, 2008 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

An Application Summary Sheet, proposal and accompanying documents must be submitted according to the following guidelines.

A hard copy original plus three copies of all documents, including the Cover Letter, Application Summary Sheet, Executive Summary, proposal narrative, project budget and all accompanying documents must be mailed or delivered to the foundation office. Proposals should be unbound and suitable for copying. Please do not use formal binding, tabs, dividers or staples when submitting your proposal. You will receive an email acknowledgement that your proposal has been received.

NOTE: In addition, please submit an electronic copy of the Application Summary Sheet, Executive Summary, narrative and budget to jcohen@jwfpgh.org.

Accompanying documents include:

- 1) Copy of the most recent IRS 501(c)(3) determination letter;
- 2) Organizational budget; (submit budget only; please do not include audited financial statements; if needed, they will be requested)
- 3) Two letters of support from co-funders, project participants or project recipients documenting support of the project and/or the organization
- 4) Organizational structure/chart; and
- 5) Board of Directors list.

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

COVER LETTER

One page; submit with hard copy package

Outline purpose and amount of the grant request and expected outcomes.

APPLICATION SUMMARY SHEET (see attached below)

Submit with hard copy package and electronically.

EXECUTIVE SUMMARY

One page; submit with hard copy package and electronically and include the following:

- Brief description of the project.
- Outcomes the organization plans to achieve.
- Who the project serves and why it is important.
- Why the organization should receive the funds to implement the project and how the funds will be spent.

NARRATIVE

Please be concise and submit a **maximum** of six printed pages, with a minimum type size of 12 point.

Submit with hard copy package and electronically and include the following:

I. Problem

- Identify the needs/problems to be addressed
- Include target population and the number of individuals to be served

II. Background

- Summarize briefly the organization's history
- State your mission
- State the goals/objectives for the project
- List current programs/projects
- Highlight accomplishments

III. Evaluation

- Describe the plan to measure and report the outcomes of each objective above in Section II, Background

PROJECT BUDGET

Submit with hard copy package and electronically.

- A detailed budget for the proposed project 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.
- Include list and amounts requested from other funders to which the proposal has been submitted, if applicable.

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.



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Application Summary Sheet

Organization Name: _____ Year Founded: _____

Current annual operating budget: _____

Organization's Mission: _____

Executive Director: _____

Contact person: *(if different from above)* _____

Title: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Website: _____

Project Name: _____

New Project: [] Continuing Project: []

Beginning project date: _____ Ending project date: _____

Amount requested: _____ Total project cost: _____

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

Signature: _____ Date: _____

Typed Name and Title: _____