



Jewish Education & Literacy Guidelines

1. The Jewish Education & Literacy Committee will accept proposals only during the Fall Grant Cycle. Interested applicants must submit a Letter of Interest and receive approval from the Grants Oversight Committee to proceed with a full application.
2. An organization can submit two proposals on its own and also submit a proposal to the Community Grants Committee.
3. Proposals must align with both the Foundation and Jewish Education & Literacy Committee missions.
4. Proposals must support the agency mission, including any short-term and medium-term initiatives.
5. Proposals can be submitted as a new or expanded service initiative.
6. Proposals must address unmet community needs, unmet agency needs, advance professional development, develop and/or implement new curriculum or program, explore and/or test new Jewish learning environments, approaches, increase agency self-sufficiency, attract new clients, serve new or expanded population, strategic planning, or maximize service delivery.
7. Programs must have measurable goals/objectives and a realistic evaluation plan.
8. Proposals for capital or technology funding can be submitted.
9. Programs must start within 18 months of grant approval date.
10. Mini-grant requests must be submitted at least eight (8) weeks prior to the program start date and can be submitted at any time. Mini-grants are capped at \$1,000 for community organizations and \$2,500 for Jewish community organizations.

Core Requirements

1. All organizations must be established and current under IRS Code Section 501(c)3.
2. The applicant agency must be on sound financial footing.
3. Applications from individuals will not be entertained.
4. Foundation grants are not intended to:
 - a. supplement nor duplicate Federation and/or United Way allocations,
 - b. fund general operations, and/or
 - c. support fundraising-related travel missions or capital campaigns.
5. Multi-year grants are approved for a one-year period and may be extended for up to two additional years, subject to evaluation and review. Funding for multi-year grants, when approved, can be phased down over time at the discretion of the grant committee. Continued grant funding will be evaluated based on these criteria:
 - a. program implementation is according to schedule;
 - b. measurable success in meeting the strategic objectives;
 - c. grantee submits a long-term funding plan and reports on the implementation of that plan with each request for continued funding, including communication with future funders following the Foundation grant period;
 - d. continued need for Foundation funding;
 - e. interest on the part of the Foundation to provide continued funding, and
 - f. available funding.
6. Institutions cannot request a change in the grant status (from a one-year to a multi-year request) once the application has been submitted.
7. Fund raising-related travel "missions" (both domestic and overseas) will not be entertained.
8. Synagogue requests must be inclusive, community-oriented, and/or collaborative projects.
9. Grants for special and unique professional development requests are only available once every five years. (If the program is offered more than once in the five year period, funding shall only be considered for staff members previously not funded within the five year period.)
10. Publicity, program updates and evaluations are required for all funded programs.