COLUMBUS JEWISH FOUNDATION
ROBINS CENTER FOR PHILANTHROPY

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www.**columbusjewishfoundation**.org

Shalom,

Thank you for your interest in the Columbus Jewish Foundation's Grant Program, the grantmaking arm of the new Jewish Partnership of Columbus of which the Foundation is an affiliate. Our updated and reformatted FY19 Grants Guide provides you with all of the information you need to learn about our grants program and how to apply for funding.

Our Grant Program is spearheaded by Legacy Foundation Trustees, donors and volunteers. They are the stewards of the community's endowment coffers and serve as goodwill ambassadors to past, current and future donors. They especially understand that the integrity of the Foundation grant program is based on a thorough understanding of the community's long-term service needs and are committed to doing their part to meet those needs while maintaining the expressed wishes of our donors and the mission of the Foundation.

As Director of Grants, I embrace these principles and staff our program accordingly. Communication during the grant cycle is important. Please call or email me if you'd like to bounce off a grant idea or would like me read through your grant application before it is submitted (a four-day turnaround works best). If your grant is approved, invite me to see the program in progress (when appropriate) and keep me abreast of success and challenges or needed changes.

Should you decide to submit a grant on behalf of your 501(c)3 organization, these are my top tips:

1. Gather the required attachments early; most likely you will be asking your colleagues to provide them.
2. Schedule time on your organization's next Executive Committee or Board meeting for their approval to submit this proposal.
3. Obtain the signature of the organization president and executive director on the required document at least one week prior to the application deadline.
4. Ask three people unfamiliar with the grant to read the application and budget for contextual errors, typos, missing words, numbers that do not balance, etc.
5. Submit the application at least one day prior to the deadline because you can!

Please do not hesitate to reach out to me at stanur@tcjf.org or 614.338.2365 if you have any questions, concerns or comments.

Regards,

Susan

Susan Tanur
Director of Grants

Grant Eligibility

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 or duplicate Federation and/or United Way allocations,
   b. fund general operations, and/or
   c. support fundraising-related travel missions.
5. 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.)
6. Synagogue requests must be inclusive, community-oriented, and/or collaborative projects.
7. Proposals for capital (building-related, but not operational) or technology funding can be submitted. No applicant shall receive capital funding per site more than once every ten years (beginning with the time of the last capital grant for that site), unless there has been a catastrophic event. Because of limited available funds, synagogue capital campaign requests cannot be entertained.
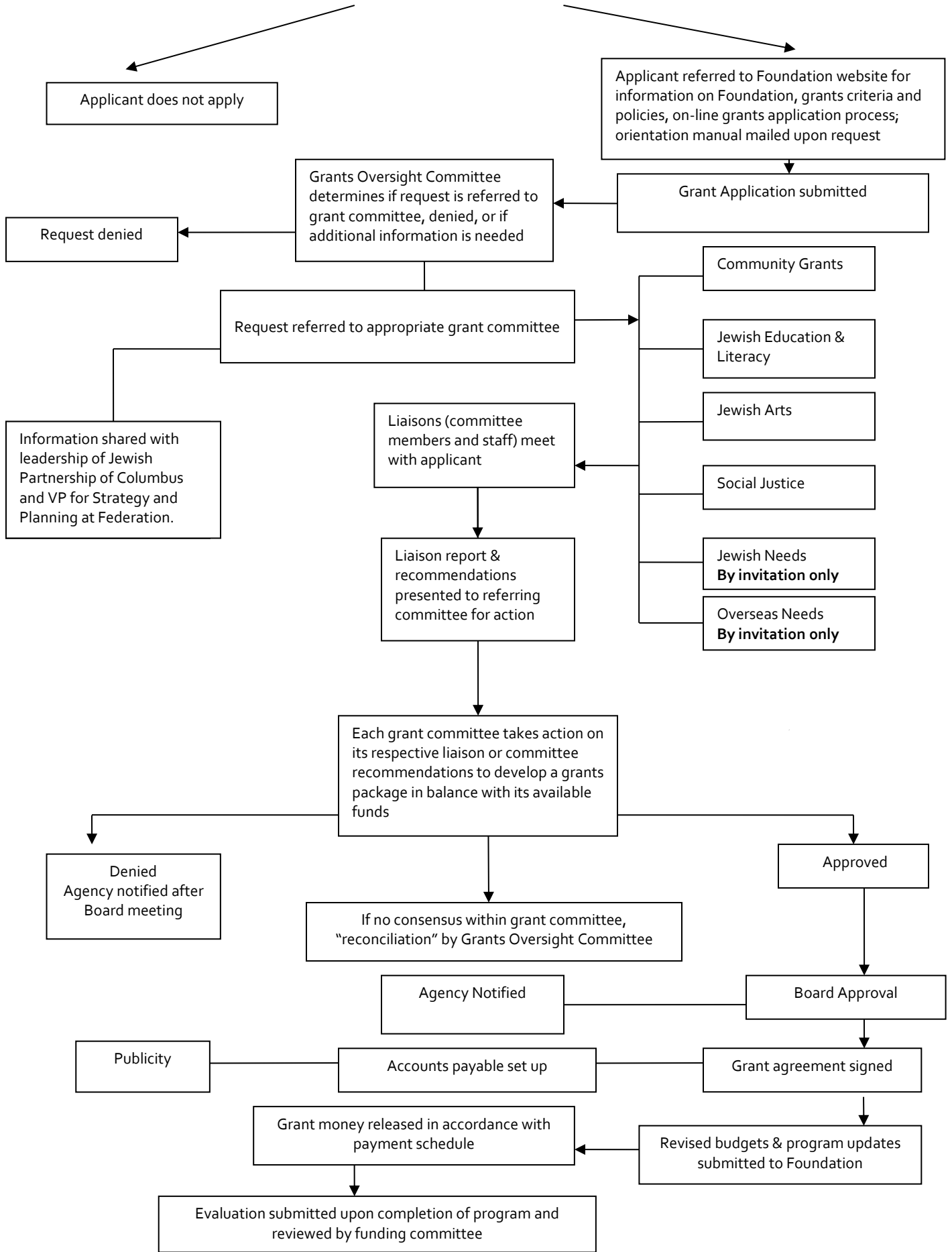
Grant Application Guidelines

1. Proposals must align with both the Foundation mission and the committee's statement of purpose. Learn more at www.columbusjewishfoundation.org.
2. Proposals must support the agency mission, including any short- and medium-term initiatives.
3. Proposals can be submitted as a new or expanded service initiative and should address unmet community needs, complement or improve existing community service needs, increase agency self-sufficiency, attract new clients, or maximize service delivery.
4. Programs must have measurable goals/objectives and a strong evaluation plan.
5. Proposals for continued funding will be accepted subject to Foundation pre-approval. 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 can be phased down over time at the discretion of the grant committee. Continued grant funding will be evaluated based on these criteria:
   - program implementation is according to schedule;
   - measurable success in meeting the strategic objectives;
   - 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;
   - continued need for Foundation funding;
   - interest on the part of the Foundation to provide continued funding: and,
   - available funding.
6. Programs must start within 18 months of grant approval date.

Information specific to each grant committee can be found on its respective grant page.

GRANT PROCESS

Applicant does not apply

Applicant referred to Foundation website for information on Foundation, grants criteria and policies, on-line grants application process; orientation manual mailed upon request

Grant Application submitted

Grants Oversight Committee determines if request is referred to grant committee, denied, or if additional information is needed

Request denied

Request referred to appropriate grant committee

Community Grants

Jewish Education & Literacy

Jewish Arts

Social Justice

Jewish Needs
By invitation only

Overseas Needs
By invitation only

Information shared with leadership of Jewish Partnership of Columbus and VP for Strategy and Planning at Federation.

Liaisons (committee members and staff) meet with applicant

Liaison report & recommendations presented to referring committee for action

Each grant committee takes action on its respective liaison or committee recommendations to develop a grants package in balance with its available funds

Denied
Agency notified after Board meeting

If no consensus within grant committee, "reconciliation" by Grants Oversight Committee

Approved

Agency Notified

Board Approval

Publicity

Accounts payable set up

Grant agreement signed

Grant money released in accordance with payment schedule

Revised budgets & program updates submitted to Foundation

Evaluation submitted upon completion of program and reviewed by funding committee

2018-19 Grant Schedule

2018 Fall Docket *for programs beginning January 1, 2019 or later*

September 15 - 11:59 pm deadline	New Grant Applications for Community Grants, Jewish Education & Literacy (JEL), Social Justice and Jewish Arts
September 15 – 11:59 pm deadline	*Renewal Interest Form*
October & November	Liaison meetings
TBD	Notification of grant disposition

2019 Spring Docket *for programs beginning July 1, 2019 or later*

February 15 - 11:59 pm deadline	New Grant Applications for JEL, Jewish Arts and Social Justice
	Renewal applications for JEL, Jewish Arts and Social Justice
	By invitation only: applications for Jewish Needs and Overseas Needs
March, April & May	Liaison meetings
TBD	Notification of grant disposition

Mini Grant *applications will be accepted and reviewed on a quarterly basis*

September 15, 2018 deadline	*November 1, 2018 notification*
November 15, 2018 deadline	*January 1, 2019 notification*
February 15, 2018 deadline	*April 1, 2019 notification*
April 15, 2019 deadline	*June 1, 2019 notification*

Mini Grant funding caps:
- **Community Grants** - $1,000 for community organizations; $2,500 for Jewish community organizations
- **Jewish Education & Literacy** - $1,000 for community organizations; $2,500 for Jewish community organizations
- **Jewish Arts** - $2,500 (organizations are limited to one grant submission per Foundation fiscal year)
- **Social Justice** - $1,500 for community and Jewish community organizations.

Application Process: Frequently Asked Questions (FAQs)

1. **What factors do the grant committees take into consideration?**
   First, the committees address the application itself -- is it meritorious, doable, does it relate to the mission of the institution and the goals of the Foundation, does the program match the goals and objectives that have been defined, can the program be evaluated and how will this be done. **Second,** the committees consider all of the applications they deem to be meritorious against available funds.

2. **Does one part of the application warrant more attention than another?**
   No, all parts of the application are equally important. Be certain that:
   - typographical errors, grammar and readability are checked,
   - goals are measurable, program design meets goals, evaluation can measure the goals,
   - goals can be defined qualitatively and quantitatively...how will consumers be impacted, how many will be impacted and how often (for example),
   - there is real thought as to how the program will be funded after Foundation funding is no longer available (for long-term programs), and
   - there is a true partnership with the Foundation in the risk-taking nature of a new and innovative program; the Foundation rarely, if ever, fully funds programs.

3. **What if I am partnering with another organization?**
   Collaborative requests are encouraged. Whichever organization assumes fiscal and programmatic oversight should submit the application. Letters of support from partnering organizations should be submitted.

4. **Is my past performance on grants considered by the committee?**
   Ye, including these less than favorable situations:
   a) if the committee suggested ways in which your institution could enhance its applications or the types of grants they submit and did not care to consider what has been suggested,
   b) if your organization was consistently reminded about including the appropriate publicity language (as listed in the grant agreement) in its publicity and the situation was not corrected,
   c) if past programs did not succeed because the institution was not delivering the program or service that was expected,
   d) if evaluations of completed programs were not submitted on a timely basis, and
   e) if the Foundation was not kept abreast of program, personnel or budgetary changes.

5. **What kind of assistance can I expect from the Foundation professionals?**
   Foundation professionals will assist you in understanding the grants process and will meet with you to explore program ideas that are of interest to you. A request to review an application prior to submission can be considered if received five business days prior to the deadline date. *The Foundation staff does not write grant applications.*

IGAM Instructions

Directions for Online Grant Applications
The Columbus Jewish Foundation uses an internet grant application management (IGAM); the directions below should answer your questions about the online application process. Internet Explorer version 8 or higher or FireFox version 18.0.1 or later work best. Please enable your cookies if asked to do so. If you have further questions, contact Director of Grants Susan Tanur at 614-338-2365.

To access IGAM, you first must create an account. You only need to do so once, as long as you have not forgotten nor misplaced your IGAM My Account password. If you forgot or misplaced your password, you will need to click on the "Forgot Password" link or create a new IGAM account and start a new application.

Your account allows access to your saved and submitted applications at any time. It also allows us to send you email messages, such as receipt of your application. When you create your account, you will receive an automatic email with your tracking number and a link to the log-in page of your online application. Save that link, as you will use it to log-in and access your saved applications.

STEP ONE: Create an IGAM account
a. At Account Login, click "New Applicant?" and then click "Continue" to create your account.
b. Enter your email address.
c. Create a My Account password (5-25 alphanumeric characters; it is not case sensitive).
d. Confirm your My Account password.
e. Write your My Account password to access saved and submitted applications and submit a new one.

To open your existing IGAM Account to begin a new application or to continue working on a saved application, click here to access your "My Account".

STEP TWO: Access Application
Choose which application you wish to access and click on the appropriate link. You will be prompted to enter a grant application form password – this password is different from your My Account password. **Enter the password provided at orientation.** If you do not know this password, contact Susan Tanur at 614-338-2365.

New Grant Application
Mini Grant Application
Renewal Interest Form   (for 2019 Spring Grants Cycle)
Renewal Grant Application (2019 Spring Grants Cycle)

STEP THREE: Tax ID and Prescreening
a. Enter your organization's Tax ID No. If your Tax ID No. is not recognized, click the "Contact Us" tab on the top of the application to contact the Foundation's Director of Grants.

b. Prescreening is designed to help you determine if your proposal qualifies for grant consideration. Once you have successfully completed the prescreening quiz, you will be able to access the grant application form. If you have answered the questions and are unable to access the application your proposal likely does not meet the requirements for funding. If you feel that your proposal does meet the requirements for funding under our Grant Guidelines, click the "Contact Us" tab at the top of the application to discuss your proposal with the Foundation's Director of Grants.

STEP FOUR: Complete the Application, Upload Required Documents, Hit Submit

a. Complete all required sections of the application.
b. Upload completed **Grant Budget** and **Grant Signature Page** (electronic signatures are not acceptable; this document requires original handwritten signatures).   **Right click on "DOWNLOAD," select "Save As"** to save documents to your computer before completing each form. You will need to rescan the completed "**Grant Signature Page"** in order to upload this attachment.
c. Attach other required and optional forms to your application.
d. Hit **Submit.**

HELPFUL HINTS

Character limits allow us to efficiently evaluate the many applications we receive. Text beyond the limit will be cut off. Consider first typing your answers into a Microsoft Word Document to benefit from word count and spell-check features. When your answer is finished, copy and paste it into the online application. (The online application will not retain any Word formatting, such as numbers, bullets, bold or italics.)

Save your in-process application by clicking the "Save and Finish Later" button at the bottom of the application form.

When you are satisfied that your application is complete, click the "Review and Submit" button at the bottom of the last page. **Proof carefully**. After you have reviewed your application, click the "Submit" button. Once you hit the "submit" button, you cannot retrieve your application – similar to dropping an envelope in a mail box. You can, however, completely resubmit the application with your changes, as long as the deadline has not passed.

Print a copy of your application for your records. An automated email will be sent to you from stanur@tcjf.org when your application is received. If for some reason you do not receive confirmation within three days, please contact us. Remember to check your spam, junk and/or bulk mail folders for this email.

If you want to review your application(s) or submit a new application, visit www.columbusjewishfoundation.org, click on "Grants" from the navigation bar and then click "My Account" or "New Grant Application" both to the right of the navigation bar.

Remember that the on-line application will close immediately following the deadline.

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Columbus Jewish Foundation
FY19 New Grant Application
EXAMPLE

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Core Information

Organization Name

If this is a collaborative project, the organization taking financial, reporting and evaluation responsibility should submit the application.

Project Name

Limited to five words or less.

Elevator Speech

Limited to eight words or less and should sufficiently describe the project to Foundation volunteers.

What type of project is being submitted? Check all that apply.

Ahead of the Curve – programs that will be impactful, help organizations fulfill their mission statement, enable them to stay ahead of the curve, and take a long-term view of who and what they are.
New
Expanded
Renewal
One-time
Multi-year

Total Project Expenses

$

Amount of Foundation Request

$

Funding request is to which Foundation Committee?

Community Grants – only accepts new grant applications in the Fall
Jewish Education & Literacy
Social Justice
Jewish Arts
Other (list)

Project Start Date

Fall Applications must start January 1 or later.
Spring Applications must start July 1 or later.

Project End Date

Project must end 18 months after program start date.

Project Overview

How and where will this project be delivered?

What are the key activities?

Who is the target population? Check all that apply.

Pre-school age

Youth
Teens
College-age
Young adults
Families
Parents
Seniors
Jewish community
Non-Jewish community
Other (list)

Number to be served?

Number of Jews to be served?

What are the current needs, community changes or recent events that led your organization to submit this proposal now? Reference and/or attach supporting data.

Engagement and Evaluation

How does this project meet your organization's mission statement? Strategic plan?
Include date mission statement approved and date strategic plan was adopted.

What is the primary long-term goal for this project?

What is the primary short-term goal for this project?

List up to three objectives for this project, how each will be measured and what will define success for each one.

How are volunteers engaged in this project (e.g., committee oversight, planning, evaluation, recruitment, etc.)?

Who will oversee this program?

What is the marketing plan?

List partner organizations and their role (funder, provider, recruitment, etc.).

Funding

List all funders approached for this project, amount of ask, and status of request.

Why is Foundation funding needed?

What is the plan for continued funding of this project?
Be specific – which organizations will you approach, have donors been identified, public funding, etc.

If the Foundation can only partially fund your request, what changes will be made in the project for it to proceed?

Other

Is there anything else you'd like to share about this project not previously addressed?

Contact Information

Columbus Jewish Foundation - New Grant Application
Organization: **Fill in your organization's name**
Project Name: **Fill in the project name**

	Proposed Budget	Comments (name of funder, explanations, etc.)
Income		
Columbus Jewish Foundation Request	$0	
Jewish Federation of Columbus	$0	
Government Funds	$0	
Grants	$0	
Fees/tuition	$0	
United Way	$0	
Donations/Fundraising	$0	
Your Organization** see below	$0	
Other (please list)	$0	
	$0	
	$0	
	$0	
Total Income	**$0**	
Expenses		
Salaries	$0	
Benefits	$0	
Conference Fees & Travel, etc.	$0	
Food: the Columbus Jewish Foundation does not provide funding for food	$0	
Indirect Expenses (admin chargeback, supervision, facilities and utilities usage, etc.)	$0	
Marketing/Postage	$0	
Office Expenses	$0	
Outside Professional Services/Fees	$0	
Program Materials, Direct Expenses	$0	
Scholarships/Financial Assistance	$0	
Speaker Fees/Honorarium	$0	
Staff Development	$0	
Other expenses (please list):	$0	
	$0	
	$0	
	$0	
Total Expenses	**$0**	
Surplus/Deficit	**$0**	**Budget Must Balance**

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** Includes allocated staff salaries and benefits, general income allocated for overhead, etc. The Foundation is requesting this distinction for an early read on program sustainability following the end of the grant period.

Columbus Jewish Foundation
FY19 Renewal Interest Form

Core Information

Organization Name

If this is a collaborative project, the organization taking financial, reporting and evaluation responsibility should submit the application.

Project Name

Limited to five words or less.

Elevator Speech

Limited to eight words or less and should sufficiently describe the project to Foundation volunteers.

Anticipated Project Expenses

$

Anticipated Foundation Request

$

Funding request is to which Foundation Committee?

Community Grants – only accepts new grant applications in the Fall
Jewish Education & Literacy
Social Justice
Jewish Arts
Other (list)

Project Start Date

Fall Applications must start January 1 or later.
Spring Applications must start July 1 or later.

Project End Date

Project must end 18 months after program start date.

Why is there a need for continued Foundation funding?

What efforts have been undertaken to secure future funding?

Be specific – which organizations will you approach, have donors been identified, public funding, etc.

If this Renewal Request is denied, what will happen to the project next year?

Contact Information

Grants from the Community Grants Fund mainly benefit the Columbus Jewish community, with priority given to core Jewish community agencies. Emphasis is placed on new service initiatives or expanded services that address unmet community needs, complement or improve existing community services, increase agency self-sufficiency, attract new clients, or maximize service delivery. General operating support is not provided, but technology and capital funding can be considered.

We urge applicants to zero in on their most important and compelling strategic goals. We want to leverage our grants to support programs that will be impactful, help organizations fulfill their mission statement, enable them to stay ahead of the curve, and take a long-term view of who and what they are.

Community Grants can be awarded for a wide range of programs, including those addressing social service needs, leadership development, health and Jewish family needs, strategic planning and outreach. We hope to better align the applicant's mission and strategic goals with those of the Foundation. We look to leverage Foundation funding to support programs that will bring about a significant impact in our community, move an organization closer to fulfilling its mission statement, enable providers to stay ahead of the curve with service delivery and strategic planning, and/or propel grantees to take a long-term view of who and what they are.

Certain projects may be eligible for multi-year funding, particularly if they are integral to the successful implementation of clearly defined strategic planning objectives. Continued funding is contingent upon measurable success in meeting the strategic objectives and available funds.

Mini-grants are capped at $1,000 for community organizations and $2,500 for Jewish community organizations.

Grants from the Jewish Education & Literacy Fund mainly benefit the Columbus Jewish community, with priority given to core Jewish community agencies. Emphasis is placed on new service initiatives or expanded services that 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. Technology and capital (not operational) funding can be considered.

We urge applicants to zero in on their most important and compelling strategic goals. We want to leverage our grants to support programs that will be impactful, help organizations fulfill their mission statement, enable them to stay ahead of the curve, and take a long-term view of who and what they are.

Jewish Education & Literacy grants can be awarded for classroom and beyond the classroom programs, including curriculum development, collaborative educational programs and strategic planning. Funding can include programs for preschool-age children through adults. We look to leverage Foundation funding to support programs that will bring about a significant impact in our community, move an organization closer to fulfilling its mission statement, enable providers to stay ahead of the curve with service delivery and strategic planning, and/or propel grantees to take a long-term view of who and what they are.

Certain projects may be eligible for multi-year funding, particularly if they are integral to the successful implementation of clearly defined strategic planning objectives.   Continued funding is contingent upon measurable success in meeting the strategic objectives and available funds.

Mini-grants are capped at $1,000 for community organizations and $2,500 for Jewish community organizations.

Grants from the Columbus Jewish Foundation's Lenore Schottenstein and Community Jewish Arts Fund and other related Jewish arts endowments are made to enhance greater public awareness of the Jewish arts in Central Ohio. Emphasis is on:

- Stimulating greater public appreciation for the arts in Jewish life through arts programs of high artistic merit,
- Promoting and enhancing participation in Jewish art activities and events, or
- Encouraging activities furthering the enjoyment, understanding and appreciation of visual, performing and/or media arts with Jewish content and/or relevance to the Jewish experience.

Certain projects may be eligible for multi-year funding, particularly if they are integral to the successful implementation of clearly defined strategic planning objectives.   Continued funding is contingent upon measurable success in meeting the strategic objectives and available funds.

Supplemental Application Guidelines
1. **Mini-grants** are capped at $2,500. An organization can submit only one mini-grant application per Foundation fiscal year (July 1 – June 30).
2. Requests for media productions or permanent acquisitions are strongly discouraged because of funding limitations.
3. Capital improvements, construction or the purchase of permanent equipment or real estate are ineligible for support.
4. Programs not specific to the agency's clients (such as students) must be open to the community (such as concerts, art exhibits).
5. Eligible proposals may include dance, literature, music, theater, visual arts, Jewish historical exhibits, public performances or exhibitions, or the creation of new works.
6. When participation in an artistic activity is based on invitation or a jury process, applicants must explain the means to ensure systematic, unbiased selection.
7. Proposals must identify additional funding sources.
8. Programs and events may be fee charging.

Grants from the Social Justice Fund mainly benefit the greater Columbus community, with priority given to collaborative programs and those that engage Columbus' diversity community. Emphasis is placed on new service initiatives or expanded services that address unmet community needs and complement of improve existing community services.

The Social Justice committee seeks to fund programs that:

- Address social injustice.

- Provide leadership to and funding for local Jewish social action programs.

- Advance positive relations between the local Jewish community and other groups.

- Educate local leaders regarding issues important to the Jewish community.

Social Justice grants can be awarded for a wide range of programs, including those addressing illiteracy, tolerance, anti-Semitism and community-bridging.

Certain projects may be eligible for multi-year funding, particularly if they are integral to the successful implementation of clearly defined strategic planning objectives. Continued funding is contingent upon measurable success in meeting the strategic objectives and available funds.

Mini-grants are capped at $1,500.

Funding Formulas

Community Grants Funding Formula

The Foundation uses a spending rule formula to determine the amount of grant dollars available each year from the Community Grants Fund. The spending rule is based on a rolling 5-year average of market value.

Board-designated Endowments Funding Formula

Following receipt of major undesignated gifts to the Foundation in the late 1990s, the creation of several "Board-designated endowments" was unanimously approved by the Board, thereby guaranteeing Foundation grants in previously under-funded areas such as Jewish education and literacy, the Jewish arts, social justice, Jewish needs and overseas needs. Grant committees were subsequently appointed to develop grant guidelines and protocols for each of the newly created endowments.

The Foundation uses a spending rule formula to determine the amount of grant dollars available each year from the Board-designated endowment funds. The spending rule is based on a rolling 5-year average of market value.

Funding for Foundation or Agency Owned Endowment Funds

The Foundation manages more than 550 funds that benefit local Jewish organizations, such as scholarships and adult programming, or are for specific service areas, such as March of the Living and camp scholarships.

Several steps must be taken to determine how much is available to spend each fiscal year; it is a time-consuming, detail-oriented process:

1. review over 550 funds;
2. determine how much is available per fund based on a spending rule calculation and 5-year rolling average;
3. log information into the Foundation financial system;
4. prepare and send letters to each recipient organization, including appropriate distribution forms; and,
5. file paperwork in all primary and secondary folders.

Given the time this process requires, information on the amount of funds available and directions to request funding is mailed no later than July 30 of each year to each organization's senior lay leadership, senior professional (Executive Director, CEO, Headmaster, etc.) and Chief Financial Officer.

How are the funds distributed among approved grants?

The Foundation grants program benefits all community agencies. Once the Board of Trustees approves grant recommendations, payment comes from various funding sources, in the following order:

1. Agency-owned funds under Foundation management ("custodial funds").
2. Foundation-owned funds restricted to the applicant agency (e.g. Wexner Heritage Village, JCC or Hillel).
3. Foundation-owned "field of service" funds that are not agency-specific, but restricted to broad service needs (such as camperships, the aged, youth, or Jewish education).
4. Foundation unrestricted reserves.

FY19 Available Funds

Community Grants:	$82,850
Jewish Education & Literacy:	$90,000
Jewish Arts:	$57,000
Social Justice:	$19,000