

**Jewish Federation of Greater Pittsburgh
South Hills Community Engagement Initiative
Grant Application Guidelines**



GRANT APPLICATION GUIDELINES

South Hills Jewish Pittsburgh Grant Program

The Jewish Federation of Greater Pittsburgh's South Hills Community Engagement Initiative (South Hills Jewish Pittsburgh) is pleased to provide support for projects that reflect the organization's vision of a vibrant, interconnected, inspired and engaged South Hills Jewish Community. A successful application will demonstrate the proposed project's ability to create opportunities for Jewish individuals living in the South Hills to connect with each other and community agencies, resulting in more Jews doing more together in the South Hills.

Guidelines

1. The South Hills Jewish Pittsburgh (SHJP) Initiative advises all prospective applicants to contact the SHJP office for consultation in advance of submitting a proposal.
2. Applications are reviewed quarterly; exceptions to the grant making timeline are possible in cases of urgent need.
3. Grant funding can be used for, administrative, staffing, supply and other expenses required to support a program. The SHJP Initiative discourages applications for capital expenditures such as equipment, building, plans, construction or renovation. If your request falls into one of these categories, please contact the staff at SHJP office for help with identifying an appropriate source of funding. Most grants awarded will be in the \$2,000-\$5,000 range. Micro grants for programs such as community Shabbat dinners, book clubs, holiday parties, speakers, etc., are available for individual applicants up to \$500.
4. Applicants that are awarded grants will be required to submit an attendee list, when applicable. We will also require, when applicable, a mutually agreed upon registration form. It is our intention to understand the affiliation levels of attendees and will work with you to best fulfill this requirement. The list will be used for post-event communication and census information, and will not be used for fundraising.
5. Applicants that are awarded grants will be required to submit a six-month progress report, if applicable.

Application Package

Please download and fill out the application cover page. In addition, please provide a separate **project description and project budget** in accordance with the following criteria. The application must be typed. For the narrative, please keep 1" margins and do not reduce font below 11 point. Please email a signed and dated copy of the application to rgoodman@ifedpgh.org.

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1. Project Description Narrative

In describing your project, please address the following questions as applicable:

- Will this project be open to the public?
- Why is your program important?
- How will the project benefit the South Hills Jewish Community?
- How will the project help advance the mission of South Hills Jewish Pittsburgh Initiative to create more opportunities for Jews to do more Jewish in the South Hills?
- Describe the roles of the partners participating in the project?
- Is it a new or existing project? Will you continue this project in the future?
- Is there a registration or admission cost for this project? If so, how much? For what will the proceeds be used?

2. Project Budget Narrative

- How will the grant funds be used?
- If this grant is for an existing project, how will the funds help expand the impact of the program?
- How would partial funding affect your event? Are you soliciting support from any other funders? If so, whom?

3. Promotion

- How will you publicize and recruit for this project?
- Are you willing to work w/ SHJP staff to publicize the event?
- How will you recognize the South Hills Community Engagement Initiative (South Hills Jewish Pittsburgh) as your partner/sponsor?

4. Evaluation

- What criteria will you use to evaluate the success of the project?

Contact Information:

Rob Goodman

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Jewish Federation of Greater Pittsburgh
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rgoodman@jfedpgh.org

**Jewish Federation of Greater Pittsburgh
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Grant Application Cover Page**



Date of Application: _____

Legal Name of Applicant: _____

(Should be the same as on IRS determination letter and as supplied on IRS Form 990)

Specific Information for Organization Applicants Only:

Year Founded: _____ Current Annual Operating Budget: \$ _____

Executive Director: _____ Email: _____

General Contact Information for All Applicants:

Contact Person/Title (if different from Executive Director): _____

Address (principal/administrative office): _____

City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____

Website: _____

Project Name: _____

Project Description: _____

Project Partners, if any: _____

Beginning and Ending Dates of the Project: _____

Amount Requested: \$ _____ Total Project Cost: \$ _____

Project Goals: _____

Target Audience: _____

Anticipated Attendance: _____

I CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT:

1. The tax-exempt status of this Applicant (only applicable if Organization) is still in effect,
2. This Organization does not support or engage in any terrorist activity, and
3. If a grant is awarded to this Organization, the proceeds of that grant will not be distributed to or used to benefit any organization or individual supporting or engaged in terrorism, or used for any other unlawful purpose

Print Name, Title

Signature

Date