

2018-19 GRANT APPLICATION GUIDELINES

South Hills Jewish Pittsburgh Grant Program

South Hills Jewish Pittsburgh (SHJP) connects Jewish individuals and families living in the South Hills with each other, synagogues, and other community agencies. We strengthen our community through collaboration with existing organizations while enhancing awareness of existing programs and creating opportunities for engaged, under-engaged and unaffiliated South Hills Jews to become more interconnected.

A successful grant 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 Jewish together” in the South Hills.

Guidelines

1. South Hills Jewish Pittsburgh (SHJP) advises all prospective applicants to contact the SHJP office for consultation in advance of submitting a proposal.
2. Applications will be reviewed on a monthly basis.. The proposed program or event must occur no less than 90 days in the future from date of application.
3. Priority will be given to innovative applications consistent with the SHJP mission to fund programs that focus on community rather than an institution. When possible or practicable, we prefer programs take place in a public space. Additionally, priority will be given to projects that reach a significant audience, especially outside of the membership of the requesting organization. South Hills Jewish Pittsburgh is seeking applications for new programs/events but in rare circumstances will consider similar grants to programs funded previously provided there is a change (location, partners, topics, etc.) from past years.
4. Grant funding can be used for administrative, staffing, supplies and other expenses required to help support a program. South Hills Jewish Pittsburgh 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 SHJP office for help identifying potential alternate sources of funding.

Most grants awarded will be in the \$500-\$1,000 range. Requests for larger amounts will be considered contingent on detailed additional program requirements, including innovation, use of public space, rental and speaker fees, estimated attendance, food/beverages, etc.

5. Applications for programs with a religious service component that may be held in a synagogue will only be considered if the application is jointly sponsored by more than one South Hills Jewish organization, or if sponsored by one organization in a community/public space.

Guidelines (cont.)

6. Applicants that are awarded grants should recognize South Hills Jewish Pittsburgh (via logo and/or name recognition) on all printed materials, website, email, newsletters, social media posts, and other means at their disposal when applicable for each program or event. The grantee will make best efforts to work with SHJP to accomplish this request

7. Applicants that are awarded grants should submit an attendee list and event recap. The list will be used for post-event communication and census information, and will not be used for fundraising.

8. Applicants that are awarded grants will be expected to use the funds as outlined in the grant application. If the grant is not used within 90 days of the date of the scheduled event or program, South Hills Jewish Pittsburgh may request that the grant funds be returned.

9. South Hills Jewish Pittsburgh will initially release 75% of the approved grant. The remaining 25% will be withheld pending completion of the project and demonstrated compliance with guidelines 7 and 8.

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

1. Project Description Narrative

- Will this project be open to the public?
- What size audience do you expect and what is the expected participation from those outside of your organization?
- Why is this project important?
- How will the project benefit the South Hills Jewish Community?
- How will the project help advance South Hills Jewish Pittsburgh's mission to create more opportunities for “more Jews doing more together” in the South Hills?
- Describe the roles of the partners participating in the project?
- Is this 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? How 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 or no funding affect your event? Are you soliciting support from other funders? If so, please list?

3. Promotion

- How will you publicize and recruit for this project?
- Are you willing to work with SHJP staff to publicize this event?
- How will you recognize 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

Director, South Hills Jewish Pittsburgh & Community Relations
(412) 446-4461
rgoodman@jccpgh.org

David Rullo

Program Coordinator, South Hills Jewish Pittsburgh
(412) 278-1780
drullo@jccph.org

**South Hills Jewish Pittsburgh
2018-19 Grant Guidelines & Application**

**SOUTH HILLS
JEWISH PITTSBURGH**



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 Partners, if any: _____

Project Beginning and Ending Dates: _____

Total Project Cost: \$ _____

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 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

**South Hills Jewish Pittsburgh
2018-19 Grant Guidelines & Application**

SOUTH HILLS
JEWISH PITTSBURGH



Project Description

**South Hills Jewish Pittsburgh
2018-19 Grant Guidelines & Application**

SOUTH HILLS
JEWISH PITTSBURGH



Project Budget, Promotion and Evaluation