



JCF Super Grant Guidelines

Effective as of the 2018-19 Super Grant Cycle

Thank you for your interest in learning more about the JCF Super Grant available from the Jewish Community Foundation, Inc. (JCF).

If you have any questions, please contact the JCF at 856-673-2528 or infojcf@jfedsnj.org.

Overview

The Jewish Community Foundation, Inc. has provided Grants since 1999 to a wide variety of Jewish and secular organizations via our Fall and Spring Grant Cycles. To complement these Grants, effective in the 2018-2019 year, the **JCF is providing one Super Grant of up to \$10,000**. It is the JCF's intention to provide a Super Grant every two years.

Our volunteer Grants Committee, which consists of over 15 members of the local community, will review every Super Grant application and determine which proposed program will receive funding.

What Are the JCF's Goals in Providing a Super Grant?

- **Big Impact for the Community:** First and foremost, a JCF Super Grant is meant to provide a significant benefit to community members.
- **Launching New Community Initiatives:** We operate in a vibrant Jewish and secular community, and the JCF hopes to ensure this continues into the future. We are thrilled to see programs that we fund grow into larger, ongoing programs for many years. While we don't expect this to happen to each and every initiative that we fund, we do ask that grantees give it their all when producing a program, and, if it works, it will gain momentum, and, if not, it was worth a try.
- **Marketing Exposure:** The JCF also provides Grants to gain marketing exposure in the community. Our hope is that, when awarding a Grant to your organization, the constituents who take part in the program, your existing Board members, and/or your donors, will want to consider endowing the program (or another initiative) to last for future years. The JCF works with donors to establish endowment funds that we manage, and we would be happy to work with you and your donors to discuss this important opportunity to benefit your organization.

What Does the JCF Fund for a Super Grant?

The JCF welcomes applications from any organization that is interested in applying. That said, our typical Grant awards fall under the following guidelines:

JCF Super Grant Guidelines

Effective as of the 2018-19 Super Grant Cycle

- **New & Innovative Programs:** This type of proposal is the JCF's top priority. Your organization may apply if you are looking to try out a new program and need seed funding to get it off the ground. It's like having a safety net for your big leap into a new endeavor.
- **Expansion of Existing Programs:** Secondly, if your organization has an existing program that is built into your budget, but intends to expand it in new directions, we welcome your application.
- **Emerging Critical Needs:** Lastly, if your organization is seeing critical issues arising in the community that need to be addressed, you may apply.
- **Note:** The above areas of funding are intentionally broad. We want to allow organizations to be creative but also have a basic framework.

JCF Super Grant Funding Preferences

Please consider the following criteria for your Super Grant application:

- **Collaboration:** In order to apply, at least two non-profit organizations/synagogues are required to collaborate on the program. At least one of the collaborating organizations should be based in Southern New Jersey.
- **Locally-Based:** The Super Grant can only be used to fund programs that will take place in Burlington, Camden and/or Gloucester counties of Southern New Jersey.
- **Primary Funding:** The JCF's Super Grant should be the primary funding source for your program.
- **Benefiting the Jewish Community:** The primary aim of the Super Grant is to benefit local Jews and promote Jewish values. Broadly speaking, this means that programs should be inclusive, committed to social and economic equality, and contribute to *tikkun olam* (healing the world).
- **High Profile:** All things being equal, the JCF prefers to fund a program that impacts a larger group rather than a few individuals and that the program would garner substantial attention.
- **Ongoing Programs:** We generally prefer to fund ongoing, sustainable programs, rather than events that are held only once.
- **Federation Mission & Priorities:** The JCF aims to support programs that align with the Jewish Federation of Southern New Jersey's Mission and ongoing priorities

What Does the JCF Avoid Funding?

Here are elements of your program's budget that we generally avoid funding:

JCF Super Grant Guidelines

Effective as of the 2018-19 Super Grant Cycle

- Program activities, capital needs, salaries or any other purpose that are already included in the budget of your organization, or which will be starting before being approved for a Super Grant
- Food, unless it is for college-age or needy populations
- Sponsorships for fundraising events

Grant Restrictions

Please keep in mind the following restrictions when applying for a JCF Grant:

- **Maximum Funding Amount:** The JCF Super Grant award is limited to \$10,000. Note: Any applicant declined for Super Grant funding may apply for a Fall/Spring JCF Grant (max: \$3,600) for the same program/project.
- **Reapplying for JCF Grants:** A Super Grant provides funding for one year. After that, the applicant may apply for funding via a regular JCF Grant for up to two Fall/Spring Cycles, over the course of five years. Please note:
 - Before qualifying to reapply, the Super Grant or Grant award must have been fulfilled and your Reimbursement Request submitted to the JCF.
 - Generally speaking, if reapplying, subsequent Grant awards after the first year are diminished, in order to encourage your organization to start to fill in funding.
- **“Last Money In”:** Your organization may receive other outside income in relation to your JCF-funded program; however, JCF Grants are considered “last money in,” so if your organization profits from the program, we will not reimburse you for expenses. Our aim is to make your organization whole, or as close to it as possible, after paying for program expenses.

Grantee’s Organizational Requirements

Organizations that meet the following requirements are eligible to apply for a JCF Super Grant:

- IRS-qualified 501(c)(3) non-profits or incorporated synagogues/churches that may not have a 501(c)(3) designation
- Organizations must be in existence for at least one year
- For organizations that are “new” to the JCF, we may ask for more information, such as the most recent IRS Form 990, a list of the organization’s Board members, or a copy of a tax-exempt form



JCF Super Grant Guidelines

Effective as of the 2018-19 Super Grant Cycle

Super Grant Deadlines

It is important for applicants to understand the time frames for the JCF's Super Grant, as you prepare to submit your application. Please keep these dates in mind:

Date	Action
Thursday, Nov. 1, 2018 @ 5PM	Deadline to submit Super Grant Letter of Intent (LOI)
December 11, 2018 (approximate)	Results of the JCF's Super Grant LOI review will be announced
Friday, February 1, 2019 @ 4PM	Deadline to submit applications (if LOI has been approved)
March 8, 2019 (approximate)	Results of the JCF's Super Grant application review will be announced
April 1, 2019	Earliest date that your Super Grant-funded program may start
November 30, 2020	Deadline to submit a Reimbursement Request to the JCF

Marketing & Promotion Requirements

Please keep the following in mind as you apply for a JCF Super Grant, and ultimately implement your programs if you are approved for funding:

- **Using the JCF Logo:** Grantees must acknowledge JCF Super Grant funding by incorporating the JCF logo into any marketing or program materials related to a program funded via a JCF Super Grant. These materials include but are not limited to ads, flyers, emails and webpages. We ask that you also include wording to the effect of "Funding for this program provided (in full or in part) by a Super Grant from the Jewish Community Foundation, Inc." in accompaniment of the JCF logo or in text-based materials such as press releases, social media posts, etc.
- **Other Promotional Opportunities:** In addition to using the JCF logo and wording, the JCF also welcomes the chance to briefly speak at your program and/or Board meeting, or other venue.
- **JCF Marketing Assistance:** If your organization wishes to have more exposure for the JCF-funded program, please be sure to email the JCF at marketingjcf@jfedsnj.org with any flyers, pictures, etc., for us to publicize on your behalf. We are happy to try and help get the word out for you.

Grant Reimbursement Process

Once you are approved for a JCF Super Grant, here is the process for getting reimbursed:

- **Reimbursement Request Form:** We require grantees to complete a brief form that provides the details of your program, including an updated copy of the Financial Worksheet.



JCF Super Grant Guidelines

Effective as of the 2018-19 Super Grant Cycle

- **Keep Receipts:** Be sure to save receipts/invoices related to your JCF-funded program expenses. The JCF will reimburse for program expenses, up to the amount agreed upon in the Super Grant Contract. If you spend less than the amount agreed upon, you will not receive the remaining balance of the awarded Super Grant.
- **Evaluation:** When submitting your Reimbursement Request Form, please include an evaluation of the program, such as a survey of attendees. This is helpful for the JCF, particularly if you decide to reapply for a JCF Grant for the same program in the future.
- **Extensions or Programming Changes:** After receiving your JCF Super Grant contract, you may find that you need more time to enact your program, or you may wish to make changes to the program compared to what was originally agreed upon. For either circumstance, please email a brief summary of your time extension request or programming change to infojcf@jfedsnj.org. The JCF will let you know as soon as possible if the Grants Committee approves your request.
- **Incomplete Programs:** If an organization is awarded a grant from the JCF, incurs expenses for the program, but ultimately does not follow through and run the program, the JCF reserves the right to decline reimbursement for the expenses incurred.

Where Does Funding for the JCF Super Grant Originate?

A number of generous donors have established endowment funds to benefit the Jewish Community Foundation, Inc. for future generations. In turn, this funding enables the JCF to continue to support the Southern New Jersey Jewish and secular community in many ways.

One way that the JCF gives back is through our Fall and Spring Grants Cycles and Super Grant to fund new and innovative initiatives by local non-profit organizations and synagogues.

The JCF's Board of Trustees and Grants Committee thank the following donors who established JCF Endowment Funds that now benefit the community annually via JCF Grants and more:

Florence & Fred Bryen*
Harry Gershenowitz*
Esther & Joseph* Milgrim
Bertha & William Remer*
Stella Schaevitz*

Louis Silverman*
Norma & Leonard Zelnick*
*of blessed memory

We welcome members of our community to contribute to this process to expand the program. Please contact the JCF at 856-673-2528 or infojcf@jfedsnj.org to discuss in more detail. Thank you.