



JCF Grant Guidelines

Effective as of the Fall 2017 Grants Cycle

Thank you for your interest in learning more about JCF Grants 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.

During this time, the JCF has distributed nearly \$2 million in Grants to fund hundreds of exciting and important programs and services, benefiting countless community members.

Our volunteer Grants Committee, which consists of over 15 members of the local community, reviews every application and deliberates to determine how to award available dollars.

Our Grants are made possible thanks to generous donors who have contributed to our Community Endowment Fund or who have established separate funds for Grants. We welcome members of our community to contribute to this process to expand the program.

What Are the JCF's Goals in Providing Grants?

- **Benefits to the Community:** First and foremost, JCF Grants are meant to provide benefit to community members, not strictly the organizations that are awarded the funds.
- **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 which we manage, and we would be happy to work with you and your donors to discuss this important opportunity to benefit your organization.



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What Does the JCF Fund?

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

- **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 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 some framework to start with.

Additional Funding Preferences

The JCF prefers to fund programs that meet the following additional criteria:

- **Locally-Based:** In most cases, aims to fund programs that will take place in our Southern New Jersey area, particularly Burlington, Camden, and Gloucester counties. Note that your organization need not be based in Southern New Jersey.
- **Promoting Jewish Values:** While JCF-funded programs do not need to serve exclusively Jewish participants, we ask that the programs we fund promote Jewish values. Broadly speaking, this means that programs should be inclusive, committed to social and economic equality, and providing *tikkun olam* (healing the world).
- **"Bang for the Buck":** All things being equal, the JCF would prefer to fund programs that impact a larger group rather than a few individuals
- **Ongoing Programs:** We generally prefer to fund ongoing, sustainable programs, rather than events that are held only once
- **Collaborative Initiatives:** The JCF generally looks favorably on Grant requests where two or more organizations can collaborate to launch a program and meet both organizations' goals
- **Federation Mission & Priorities:** The JCF aims to support programs that align with Jewish Federation of Southern New Jersey's Mission and ongoing priorities



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What Does the JCF Avoid Funding?

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

- 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 JCF 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:** Each JCF Grant award is limited to \$3,600. Any organization may apply for and potentially be approved for more than one Grant per cycle.
- **Reapplying for JCF Grants:** If your organization receives a JCF Grant, it may reapply up to two more times in the future to fund the same program over the course of five years. Please note:
 - Your organization is not eligible to reapply until your previous Grant award has been fulfilled and your Reimbursement Request has been submitted to the JCF.
 - Generally speaking, if reapplying, subsequent Grants 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 that 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 JCF Grants:

- 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

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- 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

Grant Application Time Frame

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

- For Spring Cycle Grants:**

Date (Approximate)	Year	Action
Early April	Current	Deadline to apply will usually occur around this time
Early June	Current	Results of the JCF’s Grants review process will be announced
July 1	Current	Programs funded by the JCF may start
September 30	Following	This is the deadline to spend the funds awarded from the JCF
End of November	Following	This is your deadline to submit a Reimbursement Request to the JCF for your program

- For Fall Cycle Grants:**

Date (Approximate)	Year	Action
Mid-October	Current	Deadline to apply will usually occur around this time
Early December	Current	Results of the JCF’s Grants review process will be announced
January 1	Following	Programs funded by the JCF may start
September 30	Following	This is the deadline to spend the funds awarded from the JCF
End of November	Following	This is your deadline to submit a Reimbursement Request to the JCF for your program

(Note: Fall Grant awardees have approximately one year to fulfill their grants; Spring Grant awardees have approximately a year-and-a-half to fulfill their grants)

➔ **For specific dates for each Grants Cycle, visit jcfsnj.org/grant-guidelines**



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Marketing & Promotion Requirements

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

- **Using the JCF Logo:** Grantees must acknowledge JCF Grant funding by incorporating the JCF logo into any marketing or program materials related to a program funded via a JCF Grant. These materials include but are not limited to advertisements, 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 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 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, the number of people benefited, copies of receipts, copies of marketing and program materials showing JCF acknowledgement, and a program recap
- **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 Grant Contract. If you spend less than the amount agreed upon, you will not receive the remaining balance of the awarded 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 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 request of your time extension or programming change to infojcf@jfedsnj.org. The JCF will let you know as soon as possible if the Grants Committee approves your request.

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- **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.

About our Grants Endowment Funds

The bulk of the JCF's Grant dollars comes from the JCF's Community Endowment Fund. We are grateful for the many donors who have donated funds to the JCF for our Grants program. In addition, several donors have established their own endowment funds to provide Grants, with their own criteria. Below are the criteria for each Grants fund:

- **JCF Community Fund (default fund for most JCF Grants)**
- **The Fannie and Meyer Adleman Family Endowment Fund**
Grant proposals from this fund should focus upon new programs and activities that provide seniors with better health and well-being.
- **The Bush Refrigeration Endowment Fund**
Grant proposals from this fund should focus on programs and services that meet either of two priorities: 1.) to enhance the lives of children in the city of Camden, NJ, or 2.) to enhance Jewish life in Camden County.
- **Glenn Cohen Memorial Music Award**

Grant proposals will be used to engage, educate, develop or enhance current or proposed musical or instrumental programs for children or young adults up to 18 years old. Funding may be applied to activities such as, but not limited to, the following:

- Recreational, instructional or programmatic musical events or education,
- Purchasing or leasing musical instruments for individual students or associated with an eligible non-profit organization,
- Professional training for staff associated with musical programs such as music teachers or other educators that wish to develop or enhance a music program,
- Scholarship assistance for those individuals who may wish to attend a program, camp or other activity that requires financial assistance,
- Conductors or musical leaders to grow, develop or enhance musical performances including plays or choirs for local area children,
- Lectures, authors or noteworthy musicians that will inspire students about the joys of music in their lives.



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The Fund will provide grants for programs and activities related to music appreciation, performances or the development of music instructional programs at any of our local Federation agencies, synagogues in the Tri-county area or the Jewish Day Schools or secular 501(c)(3) organizations.

- **Larry Lerner Memorial Endowment Fund**

Grant proposals from this fund should focus upon assisting youth, with an emphasis on substance abuse prevention.