Applicant Guide

This document was created to help your organization
prepare a strong grant application
that aligns with the funding priorities and mission of
Foundation for Cincinnati Jewish Seniors (FCJS).

Eligibility Criteria:

- Applicants must be qualified charitable nonprofit 501[c][3] organization or tax-exempt religious organization as determined by IRS regulations.
- Synagogues/Temples may apply for grant funds for projects which serve older adults, but should propose a project that significantly and intentionally goes beyond typical congregational engagement
- Applicant organizations need not be Jewish or Jewish-affiliated, but program or service must directly impact Jewish seniors
- Programs may benefit Jewish and non-Jewish seniors, as long as benefit to Jewish seniors is documented
- Grant funds must be expended within 12 months or less of allocation, or longer with permission
- Collaboration with other aligned non-profit organizations in a joint grant application is encouraged. Funds will be awarded to the lead applicant who will also be responsible for measured outcomes reporting
- Competent grant management and program or services oversight
- Organizations may apply for more than one award and/or overlap application cycles as long as the funding is for substantially different projects.
- We understand that our twice-yearly cycle may not align with your organization's planning timeline. Therefore, if an organization has received funding for a project and wishes to reapply for another grant for the same or similar project, the organization must either:
    - complete the project and submit the Final Report Form before reapplying, or
    - submit a Mid Project Update Report along with the re-application. This allows the organization to enter the review process for future funding while finishing a current project and report. However, new funding will not be committed until the Final Report Form has been received and reviewed by the FCJS Grant Committee.

Ineligible for Funding:

- Applications will not be accepted from individuals
- Projects which are for political purposes, capital campaigns, or for-profit ventures
- Projects which ask FCJS to fund projects which cover costs of expenses which are typically covered by insurance or government programs (such as Medicare or Medicaid) are highly unlikely to be funded.

Grant Application and Funding Process

1. Submit a Letter of Inquiry (LOI). LOIs are reviewed on a rolling basis.
2. Invited organizations will receive the link for the full grant application. Organizations requesting more than $10,000 may be required to answer more questions.

3. Organizations are **strongly encouraged** to contact Foundation for Cincinnati Jewish Seniors Executive Director to schedule a phone session before submitting the full grant application to discuss your proposal and to strengthen your application.
4. Submit a full grant application before the deadline.
5. Award recipients will receive notification if their program/project is being funded.
6. Award recipients must sign and return the Grant Agreement and a W9.
7. FCJS will release the funds to grantees.
8. When grantees complete their program/project, they must submit a Final Report.

APPLICATION QUESTIONS

You may preview the application by clicking the links below. However, your application must be submitted using the online form submission which will be sent to you if you letter of inquiry is approved.

Application questions for grants $10,000 or less
Application questions for grants over $10,000

Review Criteria/Rubric

The Grant Review Committee will review each application thoroughly. The criteria below provide an overview of the key elements that the committee will be assessing as they review your application.

1. Organizational Strength Does the organization have the institutional strength and infrastructure to be a reputable steward of the requested funds?
2. Strategic Alignment How well does this proposal address one or more of the identified strategic areas prioritized by FCJS?
3. Project Proposal Did the organization clearly describe their project and explain how they will specifically reach **Jewish** seniors/caregivers in Greater Cincinnati? Does the organization provide clear and measurable goals and objectives which match the project activities?
4. Capability What expertise does the organization have, or plan to create, in order to successfully create and implement this project? Does the organization have a team in place with the qualifications, training, experience and/or expertise to successfully execute this project? If this organization has previously been funded by FCJS, do they have a track record of success and/or transparency if they face challenges?

5. Collaborations Does this project collaborate with any other agencies/organizations? If so, does the collaboration provide efficiencies or otherwise strengthen the ability to execute the project and to increase the project's success and impact?
6. Budgets and Funding Does the proposed project budget seem sufficiently large enough to successfully execute the project? Does the proposed project budget seem fiscally responsible to avoid fat or waste? Does the quality and quantity of community impact align with the dollars requested?

Tips on Grant Writing

- What are Goals?
    - **We would like you to think of your goal as an overall statement of what you wish to accomplish** i.e. the final impact or outcome that you wish to bring about. This should obviously link back to the overall problem described in your proposal. You may want to use words such as reduce, decrease, create, improve, increase.
        - ***Example 1:*** *Decrease the number of Jewish seniors suffering from social isolation in Hamilton county.*
        - ***Example 2:*** *Increase the ability of homebound Jewish seniors to maintain their physical strength, balance, and mobility.*
- What are Objectives?
    - Measurable objectives are specific, quantitative and have a timeframe. For example:
        - "By December, 2024, at least 40 older adults will each have received at least 50 personal points of contact to reduce social isolation."
        - "By March 30, 2023, clients in the program will indicate a 50% increase in their ability to access needed resources for medical care."
        - "By the end of December, 2023, at least 35 Jewish seniors will be engaged as community educators and will lead over 250 hours of courses or workshops in their areas of specialty."
        - Suggestion: Use this model:
          By [date], [quantitative measure/number of people] will have [important achievement].

Creating The Project Budget

Feel free to use your organization's existing template for generating project budgets, but here are the types of things we would like to see included:

Revenues for the project, such as:

- donations from individuals (total combined $ amount)
- donations from corporations/sponsors or other grant funders
- Government grants
- In-kind donations and estimated dollar value
- fees your organization will receive as part of the program (i.e. if clients or participants pay any tuition, ticket or fees as part of the services provided)
- funds your organization will internally contribute to the project out of its existing budget
- Loans or other financing

Expenses for the project, such as:

- Staff time
  - Only calculate the percentage of staff time that will be specifically working on this project. Please be aware that if the project appears to be an activity that should be part of your organization's standard activities, it may not be funded
  - Indicate if you will need to hire any staff specifically for this project
  - Include titles/project roles
- Supplies, materials
- Transportation and/or delivery
- Food costs related to the project
- Professional services for program (therapists, speakers, educators)
- Professional services for operating program (legal, accounting, consulting)
- Space (rental, improvements/modifications, construction) specific to the program
- Equipment
- Operations (prorated to the project, and/or for upgrades necessary to implement the project)
- Insurance (if project specific)
- Staff training, professional development (if project specific)
- Postage
- Marketing/advertising

PLACES TO GET HELP ON GRANT WRITING

Cincinnati Public Library Grants Resources
Cincinnati Public Library Grants workshops