Foundation for Cincinnati Jewish Seniors

Grantee Guidelines

The purpose of this document is to outline the Grantee expectations and requirements.

Grantee Responsibilities

By accepting this award, Grantee is acknowledging it agrees to uphold the terms and conditions outlined here, including but not limited to:

- Agreeing to expend the entire grant amount for the purposes outlined in the original grant request;
- Agreeing to notify Foundation for Cincinnati Jewish Seniors (FCJS) in writing of any changes to the objectives, methods, or timeline of the project for which grant funds have been awarded; and
- Agreeing to appropriately credit and recognize Foundation for Cincinnati Jewish Seniors for the project for which grant funds have been awarded.

Grant Recognition Guidelines

Public recognition of this grant is important to sustain and encourage future contributions. FCJS receives contributions from generous donors who need to see and understand the connection between their contributions to FCJS and the programs supported by this grant to further support FCJS initiatives

Grant recipients are asked to credit FCJS as space is available in all promotional materials for the funded initiative(s) including, but not limited to: news releases, direct mailings, posters/flyers, invitations, radio and television spots, programs, social media posts, e-communications, vehicles, handouts.

Name and Brandmark Usage

The official FCJS logo should be used on all print or digital media related to the funded program when the media source allows for artwork such as logos. Logo must be supplied by Foundation for Cincinnati Jewish Seniors and conform to the Style Guidelines at the end of this document. Logo size and placement should be proportional to Foundation for Cincinnati Jewish Seniors' support comparative to other sources of funding.

Newspaper/Magazine Advertising

Any advertising for the funded program, regardless of size or length, should credit Foundation for Cincinnati Jewish Seniors with the logo or with a text statement recognizing Foundation for Cincinnati Jewish Seniors support.

News Releases
News releases about the funded programming must credit FCJS, for ex: "Support for this program was provided by Foundation for Cincinnati Jewish Seniors."

Event Signage
Wall/Poster text must include Foundation for Cincinnati Jewish Seniors logo.

Electronic Recognition

Broadcast Advertising
Include FCJS in all radio and television spots promoting the funded programming. Radio spots should give verbal credit to Foundation for Cincinnati Jewish Seniors (ex: "Funding support comes from Foundation for Cincinnati Jewish Seniors") and television spots should include Foundation for Cincinnati Jewish Seniors' logo.

Digital Advertising
Logo credit should be provided in all digital advertising for the funded programming. Acknowledgement of Foundation for Cincinnati Jewish Seniors support should be proportional to its share of support compared to other sources.

Changes to Project Scope
Grantees must notify Foundation for Cincinnati Jewish Seniors of any substantial changes to the scope of the project as soon as possible. Changes in project scope will be evaluated on a case-by-case basis but may result in a partial or full refund of the grant award.

Final Report
Grant recipients must submit a Final Report within 60 days of the completion of the project/funding period. Link to a Final Report Form will be provided by FCJS. Failure to submit your final report in a timely fashion may result in ineligibility for future funding from Foundation for Cincinnati Jewish Seniors. Projects must be completed with a final report filed before new funding from FCJS can be awarded. If your project period is longer than six months, FCJS would like to have an update on the project's progress at least every six months.

Photographs
When possible, as a part of the final report, we ask grant recipients to submit photographs that highlight the funded programming. Foundation for Cincinnati Jewish Seniors will assume that we have permission to use and share these photographs and any attributions (if provided), unless expressly told otherwise. We understand the importance of privacy for your clients, so please submit appropriate images with permissions.

Proof of Grant Recognition

PDFs or JPGs of press releases, copies of publications or media coverage that mention your grant should also be submitted along with your final report.

Surveys

If you are able to conduct surveys of your participants, please consider adding the questions below to your surveys so that you can report the results on your Final Report form. This is not required, but is very helpful if you are able to collect it without undue burden and if appropriate to your agency. We are looking for the % of your surveyed participants who answered "yes" to these questions. If you already ask similar questions with slightly different wording, that is ok.

- Would you recommend this program to a friend?
- Did this program improve your quality of life or the quality of life of someone you care for?
- Did this program improve or positively impact your sense of connection, dignity, and/or purpose?
- Did this program allow you to feel supported by and/or meaningfully connected to the Greater Cincinnati Jewish community?

Additional Information

If you have additional questions regarding this document, your award, or the decision-making process used by the committee to determine your award, please feel free to contact:

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