**Jewish Women’s Endowment Fund 2019 Grant Application**

**About the Jewish Women’s Endowment Fund**

The Jewish Women’s Endowment Fund (JWEF) is a permanent restricted fund of the Jewish Community Foundation, the endowment development program of the Milwaukee Jewish Federation. The grants process is administered by Women’s Philanthropy of the Milwaukee Jewish Federation and women donors who volunteer their time. The Fund has over 250 members and has awarded grants to more than 65 local nonprofit agencies since 1995.

**Guidelines**

The Jewish Women’s Endowment Fund responds to needs in the Milwaukee community by making grants that directly benefit women and children. **Our focus is on programs relating to women’s health care, women’s economic self-sufficiency, and children at risk.**

**What We Fund**

We anticipate awarding a total of 5 grants of $5,000 each. Funding will be disbursed in June 2019.

Funding may be used for existing programs or projects.

Acceptable uses for grant funding include staff, administrative, and direct services expense associated with the program/project.

JWEF does not support capital improvements, debt reduction, individuals, or fundraising events.

**Grant Criteria**

* Application is due **January 18, 2019**.
* In order to be eligible for a grant, your organization must have 501(c)(3) nonprofit status and operate in Milwaukee County.
* The application has three parts. Be sure to complete each part and provide all of the information in the order listed.
* All proposals must be typed with a minimum font size of 11 points.
* Grant applications may be submitted via:
* Email to LeslieB@MilwaukeeJewish.org (PDF format required)
* Fax to 414-390-5782.
* Mail to Leslie Burden, Milwaukee Jewish Federation, 1360 N. Prospect, Milwaukee, WI 53202. Submit a single unbound, unstapled copy with numbered pages.
* Do **not** include materials other than those specifically requested at this time.

E-mail JWEF Program Assistant Leslie Burden at LeslieB@MilwaukeeJewish.org

with questions about the JWEF grants process. No phone calls, please.

**PART 1: ORGANIZATION INFORMATION**

Organization Name:

Address:

City:       State:       Zip:

Phone number:       FAX number:

Website:       Federal ID #:       Date of incorporation:

Organization Mission Statement:

Brief summary of the organization’s goals, history, and programs (less than 250 words):

Total number of clients (unduplicated count) served last year:

Organization's total operating budget for the past year       and current year

Has the organization run a deficit in the last five years?       If yes, please explain.

Please list the organization’s staff composition in numbers:

Paid full-time       Paid part-time       Volunteers       Interns

Chief staff officer (name and title):       Phone:       Email Address:

Contact person (name and title):       Phone:       Email Address:

Has the governing board approved a policy which states that the organization does not discriminate as to age, race, religion, disability, sexual orientation, sex or national origin?

Yes [ ]  No [ ]

**Authorization**

An officer of the organization’s governing body (such as a board member) must sign this application, thereby authorizing the request of funds:

\*\*Please print out this form and sign the application for submission.

The undersigned, an authorized officer of the organization, does hereby certify that the information set forth in this grant application is true and correct, that the Federal tax exemption determination letter attached hereto has not been revoked and the present operation of the organization and its current sources of support are not inconsistent with the organization’s continuing tax exempt classification as set forth in such determination letter.

Name Title

Signature Date

**PART 2: PROJECT INFORMATION**

\*Note: If you are applying for general operating support, please answer the questions below as they relate to your entire organization.

Name of project/program:

Total amount requested: $\_\_\_\_\_ Total program budget: $\_\_\_\_\_

Start and end dates of project/program:        to

County of program operation:       *Note: JWEF funding is limited to programs operating in Milwaukee County only.*

Please check the service category/categories of the program (**check all that apply**):

[ ]  Women’s Health [ ]  Women’s Economic Self-Sufficiency [ ]  Children at Risk

Responses to Sections A through D should be no more than 3 pages total and should provide the following information in the order listed:

1. **Grant Narrative: Project/Program Description**
2. Briefly describe your program and how it relates to the organization’s mission.
3. Please describe the situation (opportunity, problem, need and community) that your proposal addresses and how your project/program addresses it.
4. Explain why your organization is qualified to carry out this program. Include information on the number of staff and their experience providing the service.
5. **Client Demographics**

Define and document (number and characteristics) the population to be served by the program.

1. **Evaluation**
2. Describe the outcomes expected to be achieved by the end of the funding period.
3. How will you know this project is succeeding?
4. How do you measure success?
5. **Funding Considerations**
6. List the top 5 funders for this project in the current year and those pending for the next fiscal year. Please include the name of the funder, the category of funding (government, corporate, foundation, individual, special event, etc.), amount requested, funding status (pending, received, denied) and the amount of funding received, if any.
7. If you receive a grant from the Jewish Women’s Endowment Fund, how will the funds be used?
8. If funding is not received, how will you ensure continuation of the project/program?

**PART 3: REQUIRED ATTACHMENTS**

Submit the following attachments (in the order listed) with the completed proposal:

1. The organization's total annual budget (income and expense) for the **current** fiscal year, identifying the organization’s principal sources of income.
2. Budget of the program for which you are requesting support.
3. Complete list of the organization's officers and directors.
4. Copy of the organization’s IRS Letter of Determination.
5. Organization’s most recently filed IRS Form 990, if applicable.
6. Organization’s most recently completed audit, if available.

This is the end of the Jewish Women’s Endowment Fund Grant Application. Make sure you have completed each section of all three (3) parts of the application.

**Application due January 18, 2019.**