



GENERAL GRANTS PROGRAM GUIDELINES

The Jewish Community Foundation's general grants program aims at improving the health and well-being of Jewish communal institutions in Greater Hartford by funding programs and projects that address priority needs and will have an important, positive impact in the community. In awarding grants, the Foundation seeks to support discrete, time-limited projects that provide benefits that are likely to endure beyond the period of Foundation funding.

The Jewish Community Foundation is most interested in considering grant requests from organizations located in the Greater Hartford area and projects that have Jewish content. The Foundation will consider grants to charitable organizations not serving exclusively Jewish needs when appropriate to alleviate extraordinary community problems or to address public issues of special concern to the Jewish community.

Foundation grants are made only to organizations that are described in Section 501(c)(3) of the Internal Revenue Code and have been classified as public charities.

Please note that the Foundation is generally unable to fund all the requests submitted for consideration.

PURPOSES FOR WHICH FUNDS ARE GRANTED

General grants may be made for:

- 1) **Program Enhancement.** Support to enhance, expand or strengthen the range, quantity and/or quality of an organization's programs and services. However, the Foundation does not provide grant funds to maintain an organization's current activities or level of service.
- 2) **Capacity Building.** Support to strengthen the governance, operations and finances of an organization. These may include grants for the use of consultant services directed towards activities such as strategic planning, board-staff relations, fund development planning, financial planning, marketing, public relations/communication planning, corporate planning, technology planning or organizational needs assessment.

"Capacity building" grants are available to Federation and Federation beneficiary agencies that do not otherwise qualify for grants for technical assistance, financial management assistance, organizational assessments, or automation support through Hartford Foundation for Public Giving programs.

General grants will not be awarded for:

- Annual fund-raising campaigns
- Sponsorship of one-time, special events
- Endowments
- Scholarships
- Existing obligations, or to replenish other sources used to pay for such obligations
- Equipment, unless it is integral to accomplishing a project/program identified as a priority need of the applicant or the community
- Duplication of existing programs or services

ADMINISTRATIVE OVERHEAD

The Foundation recognizes the true cost of any project includes a portion of the agency's operating expenses. For this reason, the Foundation will support overhead cost that can reasonably be allocated to the proposed project. For most program grants, indirect costs will be funded at no more than 8% of the proposed project's total cost. We ask that you itemize these indirect expenses in the project budget.

FUNDING PRINCIPLES

The Foundation will give weight to requests for funding that:

- 1) Build and improve the governance, management, financial and organizational capacity of an agency to effectively serve its constituents and do not fall within the ongoing operational responsibility of the applicant. "Capacity building" grants are available to Federation and local Federation beneficiary agencies that do not otherwise qualify for grants for technical assistance, financial management assistance, organizational assessments, or automation support through Hartford Foundation for Public Giving programs, or are ineligible or have been denied funding through the Samuel Roskin Trust at the Hartford Foundation.
- 2) Provide substantial long-term benefit. The Foundation focuses its resources on projects that produce significant benefits that are likely to endure beyond the period of Foundation funding.
- 3) Leverage other funding. The Foundation grants requests for matching funds and for projects that leverage, or maximize, the effect of the Foundation's grant by bringing together various resources to meet project goals in new and creative ways.

- 4) Foster collaborative efforts. As a community we gain strength by working together. The Foundation supports collaborative projects that are intended to achieve effectiveness in the use of charitable resources, improve the capability to deliver services and programs to shared constituents, and to prevent, reduce or eliminate the duplication of services.

CRITERIA FOR EVALUATING GRANT APPLICATIONS

The following general criteria will be used in evaluating grant applications:

- The applicant has demonstrated that the proposed project addresses an identified priority need of the applicant and/or the community.
- The applicant has the capacity to accomplish the proposed project and the project is clearly within its mission.
- The project is well planned and feasible.
- The project proposal has clearly defined and measurable outcomes.
- For program enhancement support, the program/service adapts to shifts in demography, constituent needs, technological innovations, changing goals or external circumstances.
- The proposed project furthers Jewish values, ethics and purpose.
- There is a strong likelihood that the project will continue beyond the period of Foundation funding.
- The proposed project will have a meaningful positive impact on the Jewish community of Greater Hartford.

HOW TO APPLY FOR A GRANT

At this time, only LOI submissions by the Jewish Federation of Greater Hartford and its beneficiary agencies will be accepted.

STEP 1: LETTER OF INTEREST (LOI)

To apply for a general grant, an organization must submit an LOI online to the Foundation, regardless of the amount requested. Each LOI requires:

- Acknowledgement of submission by the organization's executive head
- Registration and posting of current organizational information (including the most recent IRS Form 990) on [GuideStar](http://www.guidestar.org) (www.guidestar.org)

LOI forms will be made available to eligible grant applicants by emailing a request to grants@jcfhartford.org.

STEP 2: NOTICE/INVITATION TO APPLY

Letters of Interest will be reviewed and evaluated within two to three weeks of the corresponding deadline. Applicants will then receive written notification that either invites the submission of a full application or informs the organization that its request has been declined.

STEP 3: FULL GRANT APPLICATION SUBMISSION (BY INVITATION ONLY)

We accept full applications only from organizations that are invited to apply. Organizations invited to submit full grant applications will be given the application in a Word format for completion.

STEP 4: REVIEW AND EVALUATION OF FULL GRANT APPLICATIONS

The Foundation's Grants Committee and staff review and evaluate completed grant applications. We may conduct site visits and talk to the organization's staff, board members, community leaders and others to better understand the proposed effort.

Applications will NOT be considered unless all required materials are received in the appropriate format by the submission deadline.

STEP 5: GRANT DECISIONS

The Board of Trustees makes decisions on all grant requests during the Foundation's two general grant cycles. Foundation staff will notify organizations of grant decisions soon after each board meeting. Grantee organizations must sign grant agreements in order to receive grant funds.

TIMELINE

Submission Deadline for LOI	LOI Review and Notification Period	Review by Board of Directors
January 20, 2010	2 - 3 weeks	June 15, 2010
October 15, 2010	2 - 3 weeks	March 15, 2011*

* Board of Trustees meeting date to be finalized.

December 23, 2009