



Grant Application Resources

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

JHC Mission Statement: To support Greater Cincinnati Jewish Seniors by investing in innovative services and programs.

JHC Vision Statement: All Jewish seniors in our region feel they have connected, fulfilled lives.

Core Values: We believe in...

- honoring our Seniors and the value they add to our community
- seniors deserve to age with dignity, compassion, and respect
- the sustaining power of our donors
- the power of collaboration
- the power of innovation

Strategic Focus Areas for Priority Funding

- Reducing Social Isolation
- Supporting Caregivers
- Intergenerational Connections
- Food Insecurity and/or Access to Kosher Food
- Affordable Housing
- Transportation
- Health and Wellness/Healthy Living Longer
- Improving Awareness of Available Services for Seniors
- Engaging the Skills and Talents of Older Adults in the Community (including as volunteers)

Eligibility Criteria:

- Applicants must be qualified charitable nonprofit 501[c][3] organizations as determined by IRS regulations. Synagogues/Temples are eligible to apply
- 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 of allocation
- 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
- Projects which demonstrate innovative creation, expansion or strengthening of existing programs or services are preferred
- Projects which are innovative or unique compared to existing programs or services in the community are preferred
- Competent grant management and program or services oversight

Ineligible for Funding:

- Applications will not be accepted from individuals
- Projects which are for political purposes, capital campaigns, or for-profit ventures
- Projects which subsidize or reimburse an individual's costs of nursing home, residential, medical, or private duty home care services

Grant Application and Funding Process

1. Submit a Letter of Inquiry. LOIs are reviewed on a rolling basis.
2. Invited organizations will receive the link for the full grant application.
3. Organizations are strongly encouraged to contact Jewish Home of Cincinnati's 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. JHC will release the funds to grantees.
8. When grantees complete their program/project, they must conduct an evaluation and submit a final report. Reporting guidelines are included in the grantee guidelines.

Required Materials for Application

The full grant application questions are below. Some of the items require document uploads. Have all the listed items prepared before you fill in the application. Answers must be submitted via the online application link provided to each organization.

GRANT APPLICATION QUESTIONS

SECTION 1: BASIC INFO AND ORGANIZATIONAL STRENGTH

- Email
- Organization Name
- Name of Executive Director/CEO
- Grant Contact Person's Name
- Contact Person's Phone Number
- Organization's Address
- Organization's Website (if applicable)
- Organization's Tax ID number
- Upload a copy of your IRS Determination Letter
- Year Organization Founded and history
- Organization's Mission/Vision Statement
- Organization's Population Served i.e. region, target client
- Organization's Annual Operating Expenses
- Upload a current Board member roster
- Upload most recently completed fiscal year income statement and balance sheet or a prior year audited financial statement.

SECTION 2: STRATEGIC ALIGNMENT

- Select the JHC strategic focus area(s) which align with this proposal (select as many as apply)
 - Reducing Social Isolation
 - Supporting Caregivers
 - Intergenerational Connections
 - Food Security and/or Access to Kosher Food
 - Affordable Housing
 - Transportation
 - Health and Wellness
 - Improving Awareness of Available Services for Seniors
 - Engaging the Skills and Talents of Older Adults in the Community (including as volunteers)
 - Other

SECTION 3: IDENTIFYING THE PROBLEM

- Describe the problem impacting seniors that your project will specifically address. What causes contribute to this problem?
- How is this problem specifically impacting Jewish seniors in Cincinnati?
- Approximately how many Jewish seniors do you estimate are impacted by this problem?
- How have you determined this problem exists within the Jewish community locally (published research, collected data, surveys)? If your project includes a process to assess and identify more Jewish seniors with this need, please describe.

- What existing services or programs (internal to your organization or external) are working to address this problem and how or why are those efforts currently inadequate?

SECTION 4: PROJECT PROPOSAL

- Program or Project Title
- Describe your program/project. Include how it will address the problem described above and provide details of how it will be executed.
- Provide a project timeline. Include estimated month/year of project completion.
- Describe the geographic region/service area of this project.
- How have you (or how do you plan to) identify Jewish seniors who will benefit from your project?
- Estimated number of Greater Cincinnati Jewish seniors you expect to be impacted by your program/project?
- Estimated number of "touchpoints" your project will create.
 - A touchpoint includes multiple times that your program may engage with the same people. For example, if you have 20 individuals in your program, but each of them takes part in your offered activities an average of 12 times, your touch point estimate is $20 \times 12 = 240$. Some programs reach a lot of people with lower repeat engagement and other programs may reach fewer individuals but with higher frequency of engagement. This helps us understand your impact.
- Identify and describe your project goal(s) (see Grant Resources for instructions).
- List specific, measurable objectives of the project (see Grant Resources for instructions).
- How and when you will track and document your objectives and measure progress toward your goals?
- How is this project innovative?
- Is this an existing project, a completely new undertaking, or has it been previously tested?

5: CAPABILITY

- Describe your organization's qualifications to execute this project successfully. What expertise does your organization have in terms of staff training, infrastructure, related experience, etc. that will assist in the successful delivery of this plan?
- Who (name and title) will lead the execution of the project?
- Approximately how many additional full-time staff will work on this project?
- Will this project involve collaborating/partnering with any other agencies?
 - please explain the nature of the collaboration including ways the collaboration provides efficiencies or otherwise strengthens the ability to execute the project.
 - Is the collaboration tentative or confirmed?
 - If this collaboration reflects a significant element of the project and your ability to implement it successfully, please upload a letter of collaboration from each agency with which you will partner.
- Does the project utilize community volunteers?
 - Approximately how many?
 - In what capacity/capacities will volunteers serve?

- Do volunteers include Jewish adults over age 65?

SECTION 6: Sustainability/Reapplication

- Describe if/how your organization and/or clients might benefit from this project and its methods even after the funded project period has ended. Include any plans for possibly extending the project beyond this funding period.
- How might other organizations or individuals benefit from the learnings of this project? Include ways you plan to share your outcomes and learnings with other organizations.

SECTION 7 BUDGETS AND FUNDING

- Total dollar amount requested for this grant
- Upload a detailed project budget
- Does this project already have confirmed funding from any other source? If yes, please list funders and amounts (and include those on your submitted project budget).
- Does this project have pending funding requests to other funders outstanding? If yes, please explain.
- If you are awarded a partial grant amount rather than the full funding amount you have requested from Jewish Home of Cincinnati, will the project take place or be canceled?
 - Please explain if/how you would be able to modify or scale back the project with partial funding.

Additional comments (optional)

Review Criteria/Rubric

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

Organizational Strength

Does the organization have the institutional strength and infrastructure to be a reputable steward of community funds? For example:

Do they have representational Board oversight?

Do they have a focused mission statement?

Do they have a history/track record of operating responsibly?

Do they have the ability to keep accurate and professional financial records?

Do they have a history of sound fiscal management as far as you are able to discern?

Strategic Alignment

How well does this proposal address one or more of the identified strategic areas prioritized by JHC?

Identifying the Problem

Did the organization clearly describe the problem and who is impacted?

Do they convey a clear understanding of the problem and its causes?

Does the organization explain how this problem specifically impacts Jewish seniors in our region?

Does the organization quantify how many Jewish seniors are impacted?

Does the organization explain how they have obtained this information?

Existing Services

Has the organization researched what other services are currently working to address the problem?

Has the organization explained why existing services are inadequate to meet the current needs related to this problem?

Project Proposal

Did the organization clearly describe their project and how it will work?

Does the project directly address the problem described in section 2?

Is the plan described with enough details to give you a clear understanding of how it can be successfully executed?

Does the project have a well-thought-out timeline for implementation and tracking of results?

Does the project have a clear approach for specifically reaching **Jewish** seniors in Greater Cincinnati?

Goals and Objectives of the Project

Does the organization provide clear and measurable goals and objectives?

Do the goals and objectives appear realistic (target and stretch goals are ok)?

Does the organization appear prepared to accurately track, document and report on project results?

Does the project reflect innovation?

Does the organization explain how the project is new, expands upon, or differs from approaches that have been done in the past?

Does it represent a new insight, idea or focus? Innovative can mean that the techniques, methods, or tools used to reach and impact seniors are experimental or new, or it could mean that they have been utilized or tested elsewhere but are new to this region or to your agency; it could mean that the organization is expanding or adapting an existing program in an incremental or creative new way; innovation can also mean the organizational approach to delivering services is being transformed in some way to maximize impact.

Is the project completely experimental or has it been tested locally or in another region?

Capability

What expertise does the organization have 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?

Does the project seem realistic to execute as described, with the resources requested?

Collaborations

Does this project collaborate with any other agencies/organizations and 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?

Has the collaboration been verified with a supporting document?

Does the project utilize volunteers as a community resource?

Does the use of volunteers help spread awareness or engagement community-wide on the topic of impacting Jewish seniors?

Is volunteering in this project contributing to providing active, older adults with a meaningful outlet for social interaction by sharing their skills, time and talent?

Sustainability/Reapplication

Does the organization provide a plan to continue using the innovation described in this project?

Does the organization provide a plan to share learnings from this project with other organizations?

Budgets and Funding

Did the organization prepare a project budget that appears comprehensive, organized, specific, and fiscally responsible?

Does the requested dollar amount seem reasonable in relation to the overall impact this project will make and the numbers of Jewish seniors who will benefit?

Tips on Grant Writing

- What does innovation mean?
 - Innovative can mean that the techniques, methods, or tools used to reach and impact seniors are experimental or new, or it could mean that they have been utilized or tested elsewhere but are new to this region or to your agency; it could mean that you are expanding or adapting an existing program in an incremental or creative new way; innovation can also mean the organizational approach to delivering services is being transformed in some way to maximize impact.
- 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] will have [important achievement].