

I. **2019 JEWISH INCUBATOR GRANT REQUEST FOR PROPOSAL**

Deadline: Friday, September 7, 2018 by 4:00pm

The Jewish Incubator Grants Committee provides grants from Federation's annual campaign to organizations, synagogues, agencies and schools to develop **innovative** and/or **impactful** programs, services, programs and technologies that support and enrich Miami's Jewish community and align with one or more of the following funding priorities, which are consistent with Federation's mission and strategic objectives:

1. **A Safety Net for the Vulnerable** - programs and services that care for those in need in Miami (*Initiatives to support Older Adults, Special Needs Individuals & Families, Individuals & Families in Crises*)
2. **Educating and Advancing Jewish Identity** – programs and services that increase participants' knowledge of and connection to Jewish teachings, principles and traditions; and attract individuals/families to engage and/or strengthen their connection to Miami's Jewish community and their Jewish identity
3. **Building Our Community** – programs and services that promote a unified community that embodies a culture of service and advocacy

For the purposes of this process, **innovative** is defined as meeting one or more of the following:

- Creating something new in the Miami Jewish community
- Adding a new component to an existing program
- Refashioning an existing program in a unique and creative way in order to increase its impact

For the purposes of this process, **impact** is associated with a program that:

- Provides content/support in an ongoing, meaningful way. One-time programs will be considered but may have more difficulty demonstrating impact
- Has a clear outcome goal and reaches a significant number of Miami Jews or,
- Has a clear outcome goal and reaches a small, targeted demographic that is either underserved or has the potential to reach a broader audience in the community
- Has a clear outcome goal that is measurable

Grant Preferences: Preference will be given to programs that:

- Demonstrate potential for significant impact
- Promote collaboration among agencies, congregations and schools
- Are not already receiving funding (applicable to new program applications)

Eligibility

Eligible applicants include nonprofits with tax-exempt status (or fiscal sponsorship) that serve the Jewish community in Miami-Dade County. Nonprofits that currently receive other Federation grants must be in compliance with the terms of those awards to be considered. **Only one application per organization will be accepted.**

Grant Amounts & Use

Grants will range from \$2,500 to \$10,000 and will be competitively awarded to support **new programs or the expansion of existing programs.**

The grant amount will be based upon:

- Alignment with one or more of Federation's funding priorities
- Program's scope and scale

- Opportunities for collaboration with other organizations
- Extent to which the program is able to leverage additional funding sources
- Prospect for sustainability
- Unique, non-duplicative programming or services

Awards may be used to cover expenses directly related to implementing **new programs or expansion of existing programs**, such as salaries of program staff, outreach, marketing, supplies, materials, events or local travel.

Awards cannot be used for non-local travel, scholarships, events or capital projects. Grants will not cover more than 75 percent of the total program cost. Existing expenses can be considered as part of the agency’s total program budget, but will not be funded through the grant.

Due Date: Applications are due by email to grants@gmjf.org by 4:00 PM on Friday, September 7, 2018.

Application and Grant Timeline

Month	Activity
September 7, 2018	Grant applications due
September – November 2018	Applications reviewed
December 2018	Awardees notified
January 2019	Funds awarded and grant year begins
March 2019	Site visits conducted
March 17, 2019	Awardees participate at Super Sunday
April 2019	Mid-year progress report due
October/November 2019	Final progress report due

Checklist— A fully completed application must include the following items:

- Completed Grant Application
- Copy of IRS letter indicating 501(c)(3) status or proof of fiscal sponsorship
- Organization’s current annual operating budget and program budget (if applicable)
- Most recent 990 form (or audit report if no 990 is available)
- List of Board of Directors

II. INSTRUCTIONS

Please complete the 2019 Jewish Incubator Grant Application as follows:

1. **Complete and Sign Section I - Cover**
2. **Complete Section II – Narrative. *Limit the section to 2 pages.***
 - a. **Organizational Summary:** Briefly describe your organization and its goals.
 - b. **Program Description:** Describe the program and activities, including timeline as well as how the new or expanded program you propose addresses the root causes identified in the statement of need.
 - c. **Core Mission:** Describe how this program fits within the scope of your organization’s core mission.
 - d. **Funding Priority, Innovation, and Impact:** Which Federation funding priority does the program align with? Which innovation and/or impact criteria does it meet? Please explain.
 - e. **Program’s Unique Service:** How does this program provide a unique service to Miami’s Jewish community that is not duplicative of other programs in the Jewish and/or general community?
 - f. **Target Population:** What is your program’s target population and how does your organization

involve them in its organization/program planning process?

- g. Goals & Objectives:** What are the goals and specific, measurable objectives for the program? How do your goals and objectives align with your organization's mission?
- h. Evaluation:** How do you plan to evaluate the success/impact of the program? Please explain how you will measure your success/impact? Include anticipated outputs, outcomes, and indicators of success. How will results be used for program planning?
- i. Staffing :** Summarize the qualifications of the key individuals involved in carrying out the plans outlined in this request.
- j. Collaboration:** Will your program involve strategic collaboration with other community agencies or organizations? Please describe the nature of the collaboration and with whom?

3. Complete Section III Financial Information. Limit the section to 1 ½ pages.

4. Attach the following documents to your submission:

- a.** Copy of IRS determination letter indicating 501(c)(3) status or proof of fiscal sponsorship from 501(c)(3)
- b.** Organization's current annual operating budget
- c.** Completed Program budget
- d.** Most recent 990 form (or audit report if no 990 is available)
- e.** List of Board of Directors