



August 2018

Dear Community Partner,

In accordance with our role of supporting our community and our partner agencies, the Jewish Federation of Greater El Paso is seeking applications from nonprofit Jewish agencies and synagogues in the Greater El Paso region to help enhance our mission.

We encourage you to apply to ensure that cutting edge, innovative and quality programs and projects remain part of the fabric of our Greater El Paso community, so we may continue to thrive and to grow culturally, educationally and Jewishly while engaging locally, nationally and with Israel.

In response to feedback we have obtained from you please note the following changes to the 2019 granting process:

- Training in completing the grant application will be offered in one-on-one conversations should you require assistance (highly recommended). These may be over the phone or in person based on your preference.
- In person presentations of your grant requests are no longer required to the Granting Evaluation Committee.
- A face-to-face conversation between a representative from the Jewish Federation and your agency/synagogue will take place before the 2020 granting process to review your programming reporting, solicit feedback and evaluate this process.
- The ability to prioritize your grant requests status so that we may endeavor to fully fund your requests based on your priorities

We ask that you read the accompanying documentation re eligibility and requirements and that we work together in ensuring your cooperation. Please note that completed applications and required back-up must be submitted electronically by Monday, October 8 using your unique Dropbox link.

Questions, comments or to schedule a one-on-one conversation, please email grants@jfedelpaso.org or call 915-842-9554. We will gladly assist you.

In partnership,

Ophra Leyser-Whalen
Granting Committee Chair

Janet K. Wechter
President

Robert French
Executive Director



Grant Application Guidelines - 2019

This grant cycle corresponds to the funding year from January 1, 2019 to December 31, 2019. Funds may be used only for programs that fall into this time frame. Your funding request should be reasonable and should be supported within the grant application.

Please be aware that there is a cap of five applications and \$75,000 total per organization. If submitting multiple applications, please rank them according to your priority on the application where provided.

Multiple organizations working together are encouraged and eligible to apply for collaborative grant applications.

A grant application is required to be completed for each program/project. If a grant application covers more than one activity (example: a class scheduled four times in the same year) then only one application is required.

Grant applications should address one or more of the following criteria:

- New programming
- Program expansion

Priority Areas – See Grant Application Evaluation Criteria

- Providing core human services
- Increasing Jewish engagement

Special consideration will be given to collaborative ventures focused on one or both of the above priorities. Please use the Grant Application Evaluation Criteria as a guide.

Application checklist:

1. Grant Application – completed and signed
2. List of names, phone numbers, emails and titles of current officers and board members.
3. Current P& L and Balance Sheet
4. First time applicants only:
 - a. Copy of IRS Letter of Determination for 501(c)(3) tax exemption
 - b. Current Bylaws

Deadline for applications Monday, October 8 to grants@jfedelpaso.org



Grant Application Guidelines - 2019

Recipient organization eligibility requirements:

- Must be recognized 501(c)(3) institution of El Paso/Las Cruces Jewish community.
- Applications must be received by stated deadline.
- Funds may only be used for intended purposes. Any potential variation needs prior approval from the Granting chair who must get authorization from the Federation's Executive Committee
- Reporting: program evaluation must be submitted with receipts for reimbursement within 60 days of the event.
- Successful recipients will be notified of grant awards in writing by December.

Granting Evaluation Committee:

- Based on the names you provide us we will select a Granting Evaluation Committee with one representative from each organization. The Committee should comprise of 9 representatives plus the chairs.
- Only Granting Evaluation committee members are eligible to vote on grants - chairs are not eligible to vote.
- Granting Evaluation committee members are not eligible to vote on grants to their own organization.

Granting Evaluation Committee member eligibility requirements:

Need to:

- Be current donors to the Federation's Annual Campaign.
- Attend any training and Granting Evaluation Committee review sessions (excused absence only for medical reasons).
- Sign a conflict of interest form.

Your cooperation is requested in order to be eligible to receive funding.



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Mission Statement

The Mission and Purpose of the Federation is to raise sufficient dollars to enhance the quality of Jewish life in El Paso/Las Cruces and overseas and to enable Jewish organizations in El Paso/Las Cruces to provide Jewish-oriented cultural, educational, social and recreational programs and services. The Federation's activities in furtherance of this purpose shall include, among others, an annual contribution campaign, the maintenance of endowment funds, recreational activities, and the coordination of social welfare and education activities within its area of operations.



Grant Application Guidelines - 2019

Timeline (approximate guide)

July

Letter is sent to partner organizations explaining the grant process, the requirements and a link to the application. Partner organizations to submit names of 3-4 volunteers for the Granting Evaluation Committee so that the Chair and co-chair of the Granting Committee may select Granting Evaluation Committee members – one from each partner organization (and one alternate)

August

Volunteer names for representatives from each partner organization for Granting Evaluation Committee members due

September

October

Monday, October 8 – grant applications due

Thursday, October 11 | 6:00pm – Grant Evaluation Committee Training

November

Tuesday & Wednesday, November 13 & 14 | 6:00pm - Grant Evaluation Committee meetings/reviews applications

December

Finance Committee reviews/approves recommendations by Granting committee

Board of Trustees reviews/approves recommendations by Granting committee

Partner organizations are notified re grants