



October 2021

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.

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.

Please note the following:

- You may apply for up to four grants with a cap of \$25k max per grant – maximum \$50k per organization.
- You may apply for a multi-year grant (up to 3 years) which, if funded, would receive funding at 100% for years one, 90% for year two and 80% for year three. Unused funds from each year may rollover.
- You may apply for one joint program in addition to the 4 grants per agency – capped at \$25k.
- Institution budgets, finances, and bylaws are required to be submitted upon request only otherwise 501c3 on file suffices.
- JFed will allocate \$10k annually for one-off “emergency”/”opportunity” programs that arise outside of granting period. Maximum one per agency in 3-year time period, first come, first served basis.
- Our Granting Evaluation Committee is made up of board members selected by our JFED President and approved by our Executive Committee. You are not required to make an in-person presentation to the committee, however you will be required to respond to questions asked by the committee within 7 days of any questions posed.  
\*Granting subject to funds raised through our Annual Community Campaign
- Jewish Day Schools
  - Tuition assistance – we designate money to assist based on enrolment and assistance granted
  - JFed will automatically designate funds for Jewish education
- Yom Hashoah – Holocaust Remembrance Day is a budgeted program. EPHM does not need to apply for a grant for this community event.

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 to [grants@jfedelpaso.org](mailto:grants@jfedelpaso.org) by Friday, January 14, 2022 at noon.



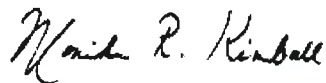
## Grant Application Guidelines - 2022

Questions, comments or to schedule a one-on-one conversation, please email [grants@jfedelpaso.org](mailto:grants@jfedelpaso.org) or call 915-842-9554. Guidance on applications will be given upon request. We will gladly assist you.

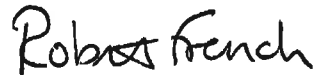
In partnership,



Eduardo Trevizo  
Granting Committee Chair



Monika R. Kimball  
President



Robert French  
Executive Director



## Grant Application Guidelines - 2022

This year, the grant cycle corresponds to the funding year from **July 1, 2022 to June 30, 2023**. 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.

If submitting multiple applications, please rank them according to your priority on the application where provided.

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. First time applicants only:
  - a. Copy of IRS Letter of Determination for 501(c)(3) tax exemption
  - b. Current Bylaws

Deadline for applications Friday, January 14, 2022 at noon by email to [grants@jfedelpaso.org](mailto:grants@jfedelpaso.org)



## Grant Application Guidelines - 2022

- **This document is key and should be used as a guide when writing your grant**

### **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.

\*up to \$10k total will be awarded annually to recognized 501(c)(3) institutions of El Paso/Las Cruces non-Jewish community for programs of/or relating to Jewish interest.

### **Granting Evaluation Committee:**

- Comprised of members of JFed's Board members selected by its Executive Committee and approved by the President.

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



## Grant Application Guidelines - 2022

### **Mission Statement**

Serving the Jewish community by engaging, connecting, supporting and celebrating Jewish life, values and culture in Greater El Paso, Israel and beyond.



## Grant Application Guidelines - 2022

### Timeline (approximate guide)

#### **October**

Letter is sent to partner organizations explaining the grant process, the requirements and a link to the application.

#### **November or December**

Granting Evaluation Committee Training

#### **December**

Board of Trustees reviews/approves JFED budget which includes grant funds

#### **January**

Friday, January 14 – noon – grant applications due

Grant Evaluation Committee meetings/reviews applications

Board of Trustees reviews/approves recommendations by Granting Evaluation Committee

#### **February**

Partner organizations are notified re grants in person/virtual/Zoom