

The Single Year Grant Final Grant Application is **DUE NO LATER THAN 12:00 PM (NOON) ON WEDNESDAY, APRIL 5, 2017**. This is your opportunity to expand upon the information that you have already provided in your Letter of Intent. It is permissible to use portions of your Letter of Intent.

The following items are required as part of your SINGLE YEAR GRANT FINAL GRANT APPLICATION. *PLEASE USE THIS AS YOUR CHECKLIST AND INCLUDE IT WITH YOUR APPLICATION.*

- Single Year Grant Final Grant Application Cover Page\*, signed by each Collaborating Partner Organization's (or their fiscal agent's) Chief Professional Employee/Executive Director or CEO and Chief Lay Leader/Board President or Board Chairperson
- List of each Collaborating Partner Organization's current Board of Directors
- Project Narrative, as described on the following pages
- Final Grant Application Project Budget Form
- Final Grant Application Project Demographics Form
- Your organization's current annual operating budget listing both income and expenses
- Your organization's most recent annual Financial Statement (*audited if available*)
- Letters of acknowledgement from organizations that are Collaborating Partner Organizations in the project (*not optional*)
- Optional: One or two letters of support (*no more than two please*)

### DO NOT:

- Complete this application unless you have completed the Letter of Intent and have been invited to submit a 2017 Single Year Grant Final Grant Application.
- Attach any materials not specifically requested (*e.g., no flyers, brochures, videos, photographs, tickets, etc.*)

**COMPLETED FINAL GRANT APPLICATIONS ARE DUE IN THE JWF OFFICE NO LATER THAN 12:00 PM (NOON) ON WEDNESDAY, APRIL 5, 2017.** They may be mailed or hand delivered. If you wish to email your application, please call the office for specific instructions. Be sure that your Cover Page has original signatures. Electronic signatures will not be accepted.

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**PROJECT NARRATIVE INSTRUCTIONS:**

- A. For all Single Year Requests in excess of \$5,000 and up to \$20,000 including those for Challenge Grants (for Continuation Funding Grant Requests in Any Amount – see B.)**
- B. For All Single Year Requests up to \$5,000 (including those for Challenge Grants up to \$5,000) and for all Continuation Funding Grant Requests in Any Amount up to \$20,000**
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**A. ALL SINGLE YEAR REQUESTS IN EXCESS OF \$5,000 FOR PROJECTS THAT HAVE NOT RECEIVED PREVIOUS FUNDING FROM THE JWF**

*(Please type and double-space the requested information and related responses using a size 12 font or larger, number your pages and use the headings and numbers provided below.)*

**1. ORGANIZATION INFORMATION (not to exceed 1 page)**

Please provide the following:

- a. One-paragraph history of your organization.
- b. Describe your organization's mission, goals, service population and service activities.
- c. Describe any programming your organization has previously provided that was designed to benefit Jewish women and/or girls or their families.

**2. DESCRIPTION OF PROJECT AND PURPOSE OF GRANT (not to exceed 3 pages)**

- a. Describe the project.
- b. Is this a request related to a project that the JWF funded in the past? If so, describe how the project has evolved since the JWF last supported it.
- c. Is this a new or existing project? Is it an expansion of an existing project?
- d. State the need that the project is designed to address and how it will address that need.
- e. How did you determine that the need exists?
- f. Describe the target population of the project.
- g. Describe and explain how the project promotes social change that benefits the community. *(Refer to FAQs in the 2017 Grant Guidelines section on our website: [www.jwfdetroit.org](http://www.jwfdetroit.org).)*
- h. If the project includes an advocacy component that will benefit the target population or one that will benefit the entire community, please describe it. *(Refer to FAQs in the 2017 Grant Guidelines section on our website: [www.jwfdetroit.org](http://www.jwfdetroit.org).)*
- i. Provide a timetable for the implementation of the project. *(All projects must begin and be substantially in progress during the grant period of July, 2017 through September, 2018.)*
- j. Identify partners or collaborating organizations and their roles:

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- If a partner's contribution to the project will be of a financial nature, indicate whether that commitment is considered secured or pending at this time and include it on the Budget Form.
- If the commitment is contingent upon an occurrence, describe the nature of the particular contingency.
- If a partner's contribution to the project is In-Kind, describe what the partner will be contributing, estimate the monetary value of those In-Kind contributions and include that amount in both the "expenses" and "revenue" sections on the Budget Form.

k. Describe your staffing needs for the project.

l. If you receive funding for the period of time covered by the 2017 Grant Cycle, how will you sustain the project beyond the 2017 grant period, and what are your plans for securing continuation funding?

### **3. EVALUATION** *(not to exceed 1 page)*

- a. Describe your plans for evaluating the outcomes of the project, including how success will be defined and measured.
- b. Describe how the evaluation results will be used and/or disseminated.
- c. Describe the active involvement of constituents in evaluating the project. (e.g., participants, volunteers, staff)

### **4. BUDGET NARRATIVE** *(not to exceed 1 page)*

- a. Complete only column one of the Budget Form for Single Year requests. Columns two and three are for Multi-Year Grant requests.
- b. Describe in detail how you calculated the project expenses and revenue. Provide explanations or any additional information that will be helpful in understanding your budget.
- c. Identify sources of revenue from government, foundations and corporations.
- d. If you have included In-Kind support in "revenue" on the Budget Form, be sure you have also included the corresponding amounts in your "expenses" on the Budget Form.

### **5. ADDITIONAL SECTION REQUIRED FOR CHALLENGE GRANT REQUESTS / PLAN** *(not to exceed 1/2 page)*

- a. Explain your plan for raising the funds needed to meet the JWF match requirement. Please note, the JWF Challenge Grant will match new funds raised by the Grantee during the grant period that are specifically earmarked for the project.
- b. Indicate what the match will be. (e.g. One dollar raised for each grant dollar, or two dollars raised for each grant dollar, etc.)

## **B. ALL SINGLE YEAR REQUESTS UP TO \$5,000 AND ALL CONTINUATION FUNDING GRANT REQUESTS FOR ANY AMOUNT**

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***Please type and double-space the requested information and related responses using a size 12 font or larger, number your pages and use the headings and numbers provided below:***

- 1. DESCRIPTION OF PROJECT AND PURPOSE OF GRANT (*not to exceed 3 pages*)**  
Use your original three-page Letter of Intent as your Narrative. It is permissible to add one page in order to expand on the information in your Letter of Intent or describe changes to the action plan, if any.
- 2. EVALUATION (ADDITIONAL SECTION) (*not to exceed 1/2 page*)**  
Describe your plans for evaluating the outcomes of the project, including how success will be defined and measured.
- 3. BUDGET NARRATIVE (ADDITIONAL SECTION) (*not to exceed 1 page*)**  
Explain how you calculated the project expenses and revenue. Your project should begin and be substantially in progress during the grant period, July, 2017 through September, 2018. ***(Only use column one on the Budget Form)***
- 4. ADDITIONAL SECTION REQUIRED FOR CONTINUATION FUNDING GRANT APPLICANTS / PROGRESS (*not to exceed 3 pages*)**  
Describe the status of the project to date including outcomes; number of participants, including those served, staff members and volunteers; whether or not you met original implementation plans; challenges and how the challenges were met; financial variances from original projections; additional funds raised; unused funds remaining; sustainability plans and other information that will help the JWF Trustees assess the need for renewal funding.
- 5. ADDITIONAL SECTION REQUIRED FOR CHALLENGE GRANT REQUESTS/PLAN (*not to exceed 1/2 page*)**  
Explain your plan for raising the funds needed to meet the JWF match requirement. Please note, a JWF Challenge Grant will match new funds raised by the Grantee during the grant period that are specifically earmarked for the project. Indicate what the match will be. *(e.g. One dollar raised for each grant dollar; or two dollars raised for each grant dollar, etc.)*

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