



2008 FINAL GRANT APPLICATION INSTRUCTIONS FOR GRANTS UP TO \$5,000
(To be submitted by invitation only.)

The Jewish Women's Foundation of Metropolitan Detroit (JWF) thanks you for participating in the Letter of Intent portion of its 2008 Grant Cycle and for your dedication and hard work on behalf of women and girls in our Jewish Community.

The Final Grant Application, **due no later than 12:00 pm (noon) on Wednesday, April 16, 2008**, is your opportunity to expand upon the information that you have already provided to the JWF in your Letter of Intent.

The following items are required as part of your Final Grant Application. Please use this as your checklist and include it with your application:

A Final Grant Application Cover Page*, signed by your organization's (or your fiscal agent's) Chief Professional Employee/Executive Director and Chief Lay Leader/Board President

A list of your organization's current Board of Directors

A Program/Project Narrative, as described on the following page

A Final Grant Application Program/Project Budget Form*

A Final Grant Application Program/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 partners or collaborators in the program/project

Optional: One or two letters of support

Do not complete this application unless you have completed the Letter of Intent phase of your request and have been invited to submit a 2008 Final Grant Application.

Do not attach any materials not specifically requested (e.g., no flyers, brochures, video tapes, DVD's, tickets, etc.)

*Please note that we are including copies of the Final Grant Application Cover Page, Budget Form and Demographics Form.

Completed Final Grant Applications are due in the JWF office no later than 12:00 pm (noon) on Wednesday, April 16, 2008. You may hand deliver, mail, email or fax them. If you email or fax, please be sure to indicate the number of pages included in the fax or email, and please mail an original of the signed Final Grant Application Cover Page.

Please email or call Helen Katz, Director, katz@jfmfd.org or 248.203-1483, if you have questions about completing your Final Grant Application.

Program/Project Narrative Instructions:

You may not need to use the entire page allotment, but do not exceed the page limits. Please type and double-space the requested information and related answers using a size 11 font or larger, number your pages and use the headings and numbers provided below:

1. **Description of Program/Project and Purpose of Grant** – Not to exceed four pages
Please use your original three-page Letter of Intent as your Narrative. It is permissible to add one page in order to expand on it or describe changes to the action plan, if any.
2. **Evaluation (Additional Section)** – not to exceed one half page
Describe your plans for evaluating the outcomes of the program/project, including how success will be defined and measured.
3. **Budget Narrative (Additional Section)** – not to exceed one page
Please explain how you calculated the program/project expenses and revenue.



2008 FINAL GRANT APPLICATION COVER PAGE

(To be submitted by invitation only.)

You may scan, reproduce, photocopy or download this page from www.jewishdetroit.org/jwf

Please note that this Cover Page is almost identical to that submitted with your Letter of Intent, and you may copy information directly from that form. However, **this separate Cover Page is required** to provide us with updated Final Grant Application information and to obtain authorization from your organization's (or your fiscal agent's) Chief Professional Employee/Executive Director and Chief Lay Leader/Board President.

Organization Name: _____

Program/Project Name: _____

Is this a new or existing program/project?: _____

Contact Person: _____ Title: _____

Phone: _____ email address: _____

Organization Address: _____

Organization Founding Year: _____

Percent of women on organization's Board of Directors: _____%

Percent of women on organization's staff: _____% on the program/project staff: _____%

Total program/project budget: \$ _____

Amount requested from JWF: \$ _____

Past JWF grants requested or received, year/amount: _____

Please list on a separate page if necessary or check here if not applicable: _____

Total organizational annual budget: \$ _____

Chief Professional Employee / Executive Director: _____

Signature: _____ Print or Type Name and Title
Date: _____

Chief Lay Leader / Board President: _____

Signature: _____ Print or Type Name
Date: _____

Brief, one paragraph description of the program/project for which you are seeking JWF funding:



2008 FINAL GRANT APPLICATION

PROGRAM/PROJECT DEMOGRAPHICS FORM

(To be submitted by invitation only.)

You may scan, reproduce, photocopy or download this form from www.jewishdetroit.org/jwf

Name of Organization: _____

Name of Program/Project: _____

Estimated number of Jewish women and/or girls the project will serve: _____

The total number of Jewish women and/or girls served can be broken down into the following age categories:

_____ Girls ages 0 - 12

_____ Adolescent Girls ages 13 – 18

_____ Young Women ages 19 – 25

_____ Adult Women ages 26 - 45

_____ Adult Women ages 46 - 69

_____ Elderly Women ages 70+

_____ Mixed Ages - Women and Girls

Estimated number of other people served by the project:

_____ Non-Jewish Women and/or Girls _____ Men and/or Boys

Estimated total number of people to be served by the project: _____

Comments on other demographics (e.g. low income, impaired population, etc.) regarding people served by the project:



2008 FINAL GRANT APPLICATION
PROGRAM/PROJECT BUDGET FORM

for requests up to \$5,000

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The purpose of this Budget Form is to provide the JWF with complete information about your Program/Project's projected Expenses and Revenues. You may scan, reproduce, photocopy, or download this form from www.jewishdetroit.org/jwf. Below is a listing of standard Budget items, please add categories where necessary.

Please also indicate the time period that this Budget covers: _____ **to** _____

I. PROGRAM/PROJECT EXPENSES

	<u>A. Total Expenses</u>	<u>B. Amount Requested</u>
Salaries	_____	_____
Payroll Taxes	_____	_____
Fringe Benefits	_____	_____
Consultants and Professional Fees	_____	_____
Insurance	_____	_____
Travel	_____	_____
Equipment	_____	_____
Supplies	_____	_____
Printing and Copying	_____	_____
Telephone and Fax	_____	_____
Postage and Delivery	_____	_____
Rent	_____	_____
Utilities	_____	_____
Maintenance	_____	_____
Evaluation	_____	_____
Marketing	_____	_____
Other (Specify)	_____	_____
TOTAL EXPENSES	_____	_____*

II. SOURCES OF REVENUE

	<u>C. Committed Revenue</u>	<u>D. Pending Revenue</u>	<u>E. (C plus D) Total Revenue</u>
Grants/Contracts/Contributions			
Government**	_____	_____	
Foundations**	_____	_____	
Corporations**	_____	_____	
Individuals	_____	_____	
Earned Income (Admissions, Fees, etc.)	_____	_____	
In-Kind Support (Indicate Source)**	_____	_____	
Other Revenue (Specify)	_____	_____	
TOTAL REVENUE	_____	_____	_____

III. PROGRAM/PROJECT FUNDS NEEDED

Total Expenses in excess of Committed Revenue (A minus C) _____

Total Expenses in excess of Total Revenue (A minus E) _____

IV. AMOUNT REQUESTED FROM JWF (Max. \$5,000) Must equal Total from column B _____*

** Please itemize Sources of Revenue from Government, Foundations and Corporations in your budget narrative. Be sure to include the value of In-Kind Support in both Expenses and Revenue on this form and explain in your budget narrative.