



"ENHANCING LIFE FOR JEWISH SENIORS"

Welcome 2012 Grant Applicant,

We are excited to learn more about your organization and the wonderful programs you offer Jewish Seniors within North and South Carolina.

Important items to remember:

- Application Deadline is **April 13, 2012**.
- Include all appropriate signatures and contact information.
- Include all Required Attachments listed on page 6.
- Sign and return the Grantee Acknowledgement Guidelines.
- Grant recipients will be announced in June, 2012.

To learn more about BJH Foundation and specifics related to the grant application process, visit our website at www.bjhfoundation.org.

The website includes information regarding Grant Guidelines, Frequently Asked Questions and links to Grant Writing Tips. You can review the 2011 Webinar as the grant process remains the same as last year.

If you still have unanswered questions please do not hesitate to contact us.

We look forward to reviewing your Grant Application.

Sincerely,

Wendee M. Cutler
Executive Director
336-854-8400
wcutler@bjhfoundation.org



"ENHANCING LIFE FOR JEWISH SENIORS"

Grant Application Cover Sheet

Deadline: April 13, 2012

Organization Name: _____ EIN: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail Address: _____

Fax Number: _____ Website: _____

Primary Contact for Proposal: _____ Phone: _____

Project Title: _____

Total Cost of Project: _____ Amount Requested from BJH Foundation: _____

BJH Foundation Priority(ies): Check any that apply.

- ____ a. Targets unmet needs of Jewish seniors currently being served by your organization
- ____ b. Targets Jewish seniors not previously identified or served
- ____ c. Targets Jewish seniors in isolated geographical areas where few services exist or Jewish contacts are available.

Number of unduplicated Jewish seniors served: _____ **Number of others served:** _____

Eligibility: (Check all that apply)

- ____ Tax exempt charitable organization – IRS 501 (c) (3)
- ____ Affiliated with tax-exempt organization – government, school, synagogue
- ____ North Carolina
- ____ South Carolina

Have you received a BJH Foundation grant in previous years? ____ Yes ____ No

If yes, please list the year and amount of grant (s).

Year	Amount	Year	Amount
_____	_____	_____	_____
_____	_____	_____	_____

Summary: Please provide a 2-3 sentence summary of the project or activity for which you are requesting funds.

Project Funding Sources:

Please list all anticipated funding sources for this project.

Funding Source	Amount Requested or Received	Date of Expected Decision/Amount Awarded
BJH Foundation	\$	June , 2012
	\$	
	\$	

Financial Information for the Organization

Fiscal Year: _____ to _____ Yearly Operating Budget _____

Does your organization have an annual outside audit? ___ Yes ___ No
 If so, please provide a copy of the most recent one.

Signatures of chief staff person and chief officer of the Board of Directors are required. These signatures indicate:

- a. Board officer approval of request (President or Chairperson),
- b. The organization’s commitment to complete appropriate forms/reports if a grant is awarded.

<p>Name of Board Chairperson (print) _____</p> <p>Signature _____</p>	
<p>Name of Chief Staff Person (print) _____</p> <p>Signature _____</p>	



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Grant Application
Deadline April 13, 2012

Directions:

Please answer each question below. This format must be used in completing your proposal narrative. This document is available for downloading from the website www.bjhfoundation.org. All applications must be submitted by mail or in person by the deadline.

Organization: _____

Project Title: _____

BJH Foundation Focus Area (s): Check the primary focus area (one) included in this grant.

- _____ a. Healthy Aging
- _____ b. Preservation of Jewish culture, traditions, values and beliefs
- _____ c. Meal/fellowship/social programs
- _____ d. Access/choice programs that improve health and well-being

1. **Describe the proposed project's intended goals and objectives.** Tell us what you plan to do to enhance the life of seniors. Complete your response with a sentence or two that explains how this project meets the mission and priorities of BJH Foundation and specific senior needs in your community.

2. **What are the specific activities of the project?** Describe exactly what you will be doing on a daily/weekly basis. Is this project a part of an ongoing program, a new program, an expansion of an existing program or other? Examples: Serving meals to 12 people twice a week who otherwise would not receive a nutritious meal; visiting 20 seniors at home or in centers who do not have the opportunity to participate in Temple groups or activities; provide screenings (blood pressure, diabetes, vision, osteoporosis, etc.) to 75 seniors; provide respite day care for 10 seniors one or two days per week.

3. **What is the overall work plan for the project?** Include a timetable and describe specific steps required to achieve the outcomes expected in this project.

4. For what will the requested funds be used?

Describe specifically how you will spend the funds from BJH. Complete the Project Budget form and attach it to the application to show the source and use of all other funds required to implement the project.

Benefits and Impact of the Project: *Benefits of a project are seldom one dimensional. In most cases, the participants or people, the sponsoring organization and the community at large will derive benefits from an activity or project. Complete the chart and answer questions in items 5 through 8 to explain the benefits and outcomes expected.*

5. Benefits of the Project – To the Seniors

Use the chart below to answer the following questions using only as many rows as needed for your project. Most projects will use only one or two.

- a. **Who are the seniors WHO will benefit most from the project?** Identify distinct groups of beneficiaries (e.g., participants, isolated seniors living at home, isolated seniors living in a facility, seniors never served before). Describe each group in terms of number, their relationship to the project, geographic location, etc.
- b. **For each group, HOW will the seniors benefit from the project?** In other words, what will change for this group of seniors as a result of being in this project? Describe in terms of health, mental or social well-being, new knowledge, change in behavior, quality of life, social support, etc.

<u>5 a.</u> Who/Group (Identify the group)	<u>5 a.</u> # Served in this Group	<u>5 a.</u> Description of the Seniors	<u>5 b.</u> Benefit Received from Participation in Project	Measure of Success (How will you know the benefit has occurred? How will you measure success, i.e. satisfaction survey, attendance report, change in health status, etc.)
1.				
2.				
3.				
4.				

What percentage of the seniors served are Jewish? _____ Percent

6. Benefits of the Project – To the applicant organization

How will this project improve your organization (e.g., stronger programs, new strategies, religious involvement, new participants in your faith community, increased visibility in the community, reach more Jewish seniors with unmet needs, etc.)?

7. Benefits of the Project – To the larger community

Are there any additional ways in which this project will improve the lives of Jewish seniors? **Circle the letter** of each item below that is true for this project, and please explain why you have identified this benefit.

- a. preserving Jewish culture, beliefs, values and traditions
- b. providing access or choice of services in a nurturing, caring way
- c. encouraging interconnectedness among individuals and the faith community
- d. strengthening leadership across the community

Explanation:

8. In what ways does your organization differ, collaborate or add to the provision and continuity of services for seniors in your community?

9. What are the relevant qualifications of your organization and staff?

- a. Identify key staff and volunteers responsible for this project? (*Attach a list*)
- b. Identify any recognition, certification, accreditation or other credentials your organization or key staff has received. (*List beside the name of each staff*)
- c. Please attach a list of Board members and their professional and/or community affiliation. (*Attach a list*)

REQUIRED ATTACHMENTS:

- A copy of your organization’s IRS certification as a 501 (c) (3) entity, if applicable.
- Proposed project budget (*See page 7 of this application form*)
- The parent organization’s most recent annual budget and year-end financial report
- A signed copy of the enclosed “Grantee Acknowledgement Guidelines”
- A list of current board members (*See Question 9c above*)
- A list of key staff and volunteers responsible for this project with titles/position/credentials (*See Question 9 a & b above*)

If available, please send also:

- A brochure or flyer about your organization or program
- Copies of pertinent information or articles about the program or activities

Submission Instructions:

- Please do not put in a notebook, binders or use report covers or tabbed dividers.
- Submit only one copy of the application and attachments.
- The application must be postmarked by 5:00 p.m. on or before the deadline day.
- Mail to: BJH Foundation for Senior Services, Post Office Box 10383, Greensboro, North Carolina 27404

Project Budget

Organization: _____

Project Title: _____

Income for Project	
BJH Foundation for Senior Services	\$
Other Funding Sources (Please List)	
	\$
	\$
	\$
Total Income	\$

Expenses for Project		
Expense	Project Budget	From BJH
Total BJH Funds Expenses		



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GRANTEE ACKNOWLEDGEMENT GUIDELINES

BJH Foundation for Senior Services (“BJH Foundation”) requires that Grantees include the following information when acknowledging Foundation grants:

- When Grantee lists “funders”, BJH Foundation must be generally acknowledged in all appropriate programs, publications and other public announcements of grants.
- When the Grantee produces related printed materials, such as promotional materials, BJH Foundation must be given specific acknowledgement commensurate with BJH Foundation’s level of funding relative to other funding sources.
- In other announcements BJH Foundation should be named in the first paragraph. BJH Foundation should be given an opportunity to provide a quote from a BJH Foundation representative, although BJH Foundation may decline the option.

The following description of BJH Foundation should be included in the announcement:

BJH Foundation for Senior Services is a non-profit foundation exclusively committed to enhancing the lives of Jewish elderly residing in North and South Carolina through programs, activities and organizations that share their mission in accordance with Jewish practices and beliefs.

BJH Foundation should be notified of any pending news coverage (e.g., newspaper articles, television or radio news stories) related to this grant or the resulting program.

BJH Foundation reserves the right to announce this grant publicly in a manner and time of its choosing.

I acknowledge receipt of this document and agree to comply with the stated guidelines.

Name

Title/Agency

Date

PLEASE RETURN THIS SIGNED DOCUMENT WITH THE GRANT APPLICATION