



## 2017 Grant Request Form

Requesting Organization: \_\_\_\_\_

Please submit completed application to:

Billy Bie, Planning Associate  
(513) 985-1588  
bbie@jfedcin.org

Jewish Federation of Cincinnati  
8499 Ridge Road  
Cincinnati, OH 45236  
(513) 985-1500  
FAX (513) 985-1503  
www.jewishcincinnati.org

For JFC Office Use Only:

Date Received: \_\_\_\_\_

**Jewish Federation of Cincinnati  
2017 Allocation Application**

**Part I—Agency Profile**

Legal name of organization applying:

Address:

City:

State:

Zip:

**Chief Volunteer Officer:**

Name:	Title:
Phone:	FAX:
Email:	

**Chief Paid Professional:**

Name:	Title:
Phone:	FAX:
Email:	

Number of years your organization has been in existence: \_\_

This application should be completed by the agency executive or chief paid professional. Please include the following:

- One copy of Part I—Agency Profile
- A specific Program Funding Request (Part II) for **each program**
- A program-specific budget for every Part II submitted
- A List of your agency's current Board of Directors
- IRS letter indicating tax exempt status (if not on file with JFC)

Signature of Chief Paid Professional:

Date:

Signature of Chief Volunteer Officer:

Date:

**Jewish Federation of Cincinnati  
2017 Allocation Application**

**Part I – Agency Profile**

**A. For agencies who received last year, or are requesting this year, a total allocation of \$50,000.00 or more.**

1. Your Agency's Total Allocation (all programs combined) from JFC:  

Last year (2016):	2017 Request:
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2. When does your fiscal year begin?
3. Please provide us with your Agency's mission statement.
4. Have there been any significant changes within your Agency this past year? (New executive, change of location, new business plan, new collaborations, etc.) [Please limit your response to 125 words]
5. Does your agency anticipate any significant changes in the coming year? (New strategies, personnel changes, capital improvements, etc.) [Please limit your response to 125 words]
6. Describe how you evaluate whether your agency is meeting its objectives (e.g. surveys, community feedback, and/or other methods). [Please limit your response to 125 words]
7. Describe your recent fundraising activities. How much was raised in your last fiscal cycle (not including your Jewish Federation allocation)? Are you exploring new revenue sources? [Please limit your response to 250 words]
8. What challenges do you foresee in maintaining or achieving financial sustainability in the next three years? How are you addressing these challenges? [Please limit your response to 250 words]
9. Regarding your 2016 Partner Agency Feedback letter, please provide an update on your successes, challenges, and plan of action to address those issues. [Please limit your response to 250 words]
10. Is there anything else you would like to tell us about your agency that was not asked in this application?
11. Please attach a copy of your agency's budget for:
  1. Your most recently completed fiscal cycle (proposed and actual data)
  2. Your current budget (including year-to-date data)
  3. Your proposed budget that includes this year's funding request(s).
    - If possible, please collate these data in columns on one sheet to facilitate trend analysis.
    - We welcome any comments regarding line items that indicate significant change(s).

**If you are an agency of the JFC receiving \$50,000 or more from the Federation's annual community campaign, we ask that 100% of your Board contribute to our annual campaign.**

**B. For agencies who received last year, or are requesting this year, a total allocation of less than \$50,000.00**

1. Your Agency's Total Allocation (all programs combined) from JFC:  

Last year (2016):	2017 Request:
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2. When does your fiscal year begin and end?
3. Please provide us with your Agency's mission statement. If you do not have one, please describe the purpose of your agency in one paragraph.
4. In what ways and/or through what programs do you accomplish your mission? [Please limit your response to 250 words]
5. What feedback did you receive, if any, from the Federation in 2015? How did you respond to it? [Please limit your response to 250 words]
6. Please provide the following information about your Board or other governing body:
  - a. How many Board members do you have?
  - b. How many Board members are donors to your agency?
  - c. Is there an Executive Committee?
    - i. If yes, how frequently does it meet and what are its primary functions?
  - d. *(For local Jewish agencies only)* How many Board members contribute to the Jewish Federation of Cincinnati's annual community campaign?
  - e. Please attach a current list of your Board members.
7. Is there anything else you would like to tell us about your agency that was not asked in this application?

**END OF APPLICATION—PART I**

For JFC Office Use Only:  
Date Received: \_\_\_\_\_  
P&A Council: \_\_\_\_\_

**Jewish Federation of Cincinnati  
2017 Allocation Application**

**Part II: Program Funding Request**

- The program coordinator or agency executive should complete this form for each program requesting funds.

Requesting Organization:

Program Name:

Name and Title of Contact Person:

Contact Telephone: (    )                      Ext:    FAX: (    )

Email Address:

Please check one:  New program for your agency  
 Ongoing program in your agency but new to JFC funding  
 Continuing agency program that has previously received JFC funding  
 Other

2016 JFC Allocation for this Program:                      \$

2017 JFC Allocation Request for this Program:                      \$

The review and evaluation of this application will be based on the program's key principles of mission alignment, sustainability, accountability, valid impact metrics, and aspirational outcomes. Other factors that will be considered in the evaluation of a program are the program's alignment with the Cincinnati 2020 community goals and information gained from council members' site visits to the program.

**All programs receiving Federation funds must use the Federation logo on any marketing materials.**

Signature of Person Completing Form

Date

Signature of Chief Paid Professional

Date

## 2017 Program Funding Request:

1. What critical need or problem does this program solve for the Jewish community? [Please limit your response to 125 words]
2. Which Cincinnati 2020 goal does this program support? [Please limit your response to 125 words]
3. Describe the program and how it addresses the need or solves the problem in #1—your “theory of change.” [Please limit your response to 125 words]

If you have developed a Logic Model for this program, please provide it and include a concise narrative of each area. At a minimum, the narrative should address inputs, activities, participation, outcomes (short and long term), and evaluation process. Then skip to question number nine. If you have not developed a Logic Model, proceed with questions four through eight.

4. Provide the inputs or resources the program used, or will use, to achieve its outcomes (Staff, volunteers, time, money, materials, equipment, technology, research, partnerships, etc.) [No word limit]
5. Please describe the population currently served (demographics).
6. How do you define “success” for this program? [Please limit your response to 125 words]
7. What specific program results and/or metrics do you collect to assess the program’s performance? Please attach a sample of your evaluation tools, surveys, or other measurement techniques used to track data. [No word limit]
8. Explain how the activities and outputs of the program will create long-term outcomes, and what metric(s) will indicate success? [Please limit your response to 125 words]

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9. How many TOTAL clients does your program serve?

10. How many UNDUPLICATED clients does your program serve:

1. Last year:
2. This year (to date):
3. Projected for next year:

11. How many and what percentage of your clients in this program identify as Jewish?

12. Who are you unable to serve at this time? What are the barriers and constraints to reaching your target population(s)? [Please limit your response to 125 words]

13. Please describe your plan for reaching out to your target population(s). Please feel free to attach any marketing materials. [Please limit your response to 125 words]

**14. Instructions:**

- **This question is for “scholarship” programs only:** Day Schools, Camps, etc.
- Provide a breakdown of your student/camper population and scholarships awarded

Grade	Total Number Of Participants (Last Year)	Number of Participants On Scholarship (Last Year)	Total Number Of Participants (This Year)	Number of Participants On Scholarship (This Year)
18 month-old				
2 year-old				
3 year-old				
Pre-K				
Kindergarten				
First				
Second				
Third				
Fourth				
Fifth				
Sixth				
Seventh				
Eighth				
Ninth				
Tenth				
Eleventh				
Twelfth				
<b>Grand Total:</b>				

- Do you expect next year’s scholarship needs to increase, stay the same, or will they decrease? Why? [Please limit your response to 125 words]

15. What are the barriers to achieving your desired outcomes? What strategies are you using to overcome them? [No word limit]
16. If this is an ongoing program, please summarize any changes or improvements you made to your program since last year’s allocations request. Are there any anticipated changes? [Please limit your response to 125 words]
17. Please indicate how the JFC can assist you with any challenges you face at this time. [No word limit]
18. If there are other organizations that provide similar program(s) or services? If yes, why is this program unique? [Please limit your response to 125 words]
19. Is there anything else you would like to tell us about this program that was not previously covered? [No word limit]
20. **For ongoing programs:** please provide a copy of three program budgets:
1. Your most recently completed fiscal cycle (proposed and actual data);
  2. For the current year including year-to-date data;
  3. For the fiscal cycle that includes this funding request.
    - If possible, please collate these data in columns on one sheet to facilitate trend analysis.

**For new programs:** please provide your program’s budget for the fiscal cycle that includes this funding request.

❖ In either case above, we welcome any comments regarding line items that indicate significant change.

**END OF APPLICATION—PART II**