

# THE HADASSAH FOUNDATION

social change for women and girls

## **UNITED STATES GRANTS 2012** **REQUEST FOR PROPOSALS – GUIDELINES AND INSTRUCTIONS** **GRANT PERIOD: January 1 through December 31, 2012**

### **MISSION STATEMENT**

The Hadassah Foundation is dedicated to refocusing the priorities of the Jewish community through innovative and creative funding for women and girls in the United States and Israel. Its mission is to improve the status, health, and well-being of women and girls; bring their contributions, issues and needs from the margins to the center of Jewish concern; and encourage and facilitate their active participation in decision-making and leadership in all spheres of life.

### **PROPOSAL GUIDELINES**

#### **GRANTS**

The Foundation will provide a limited number of grants up to \$25,000. Multi-year grants are not available. Organizations may apply independently or in collaboration.

#### **FOCUS**

##### **A. Leadership/Self-esteem for Adolescent Girls, Young Women, and their Mentors**

Gender-sensitive, social change projects that encourage self-confidence, leadership skills, and healthy lifestyle choices among adolescent girls and young women in the Jewish community and/or build awareness among influential adults in their lives such as parents, teachers, and other mentors.

The Foundation is especially interested in proposals that will help to broaden the dissemination of programs that we have already funded. Please see our web site: [www.hadassahfoundation.org](http://www.hadassahfoundation.org) for a complete list of projects. Before submitting a proposal, please consult in advance with the organization(s) that developed the program(s) you propose to use and submit a signed memo of understanding.

The Foundation is also interested in receiving proposals in areas not previously funded. These include, but are not limited to:

- Encouraging studies and/or careers in science, technology, engineering, and math
- Mentoring
- Philanthropy
- Career Development
- Peer Leadership/Community Service

##### **B. Economic Security for Women and/or Girls**

Gender-sensitive, social change projects that help women and/or girls achieve economic security including, but not limited to, programs in the following areas:

- Training in personal financial planning and budgeting
- Understanding legal rights related to economic matters
- Micro-finance

## **DEADLINE**

Received by email **NO LATER** than 11:59 PM (NY EDT) Tuesday, August 2, 2011.

**The Hadassah Foundation will not accept late or incomplete proposals.**

**NO exceptions will be made.**

Complete the grant application according to the enclosed instructions and email to:

**foundationgrant@hadassah.org** Applicants will be notified by late December 2011.

## **ELIGIBILITY**

Applicants—or their fiscal sponsors—must be tax exempt under Section 501 (c) (3) of the Internal Revenue Code.

### **The Hadassah Foundation will NOT fund:**

- Capital campaigns
- Endowments
- Partisan political activities
- Direct service (e.g., treatment programs)
- Individuals
- Scholarships
- Local implementation of existing national programs

### **WHAT IS SOCIAL CHANGE?**

Social change philanthropy focuses on the root causes of problems, working to improve the conditions that lead to inequality. This approach is unlike traditional charity, which often seeks to ameliorate only the symptoms of societal problems—for example, by providing medicine and treatment for the sick, funds for the poor, or shelters for the homeless and battered.

The Hadassah Foundation seeks to promote change by addressing the underlying obstacles that impede the full participation of women and girls in society and by helping women and girls gain the tools they need to help themselves. As part of this mission, the Foundation encourages the active participation of women and girls in the governance of organizations that it supports.

### **WHAT IS A GENDER-SENSITIVE PROGRAM?**

Gender-sensitive programs build on the needs, strengths, perspectives, and experiences of women and girls. They recognize that the needs of females may differ from those of males, and pay deliberate attention to gender as an important component of diversity when creating, implementing, and evaluating programs. Gender-sensitive programs demonstrate an understanding of—and ability to meet—girls' and women's needs. Gender-sensitive programs can occur in both gender-specific (girls/women only) and coeducational environments.

## **INSTRUCTIONS**

### **REFER TO THESE INSTRUCTIONS WHEN YOU PREPARE THE APPLICATION**

#### **A COMPLETE PROPOSAL CONSISTS OF:**

##### **1. COVER SHEET**

The Cover Sheet is posted as a Word Document at [www.hadassahfoundation.org](http://www.hadassahfoundation.org)

Complete all sections of the cover sheet, including the Summary of the Project

- Summary of the Project: One paragraph describing the project, including proposed activities, the needs addressed, target population, intended outcomes, and any collaboration with other organizations. Please view this summary as a condensed version of your full proposal and include all information necessary for reviewers to gain an understanding of the major components of the project.

##### **2. NARRATIVE**

Not to exceed five (5) single-spaced typed pages in 12-point type and should include:

- Mission, history, and accomplishments of your organization (one paragraph).
- Statement of need for the program.
- Proposal for 2012.
- Description of the program. Please tell us how you intend to carry out the program. If you plan to work with other organization(s), please be sure to attach signed memos of understanding.
- Number of people affected and how they will be affected.
- Timetable for the project in 2012.
- Explanation of your relationship with other organizations working in the field. How your project differs from and/or complements other existing programs with similar goals, including our grantees listed on this web site.
- Describe any expressions of interest from organizations that might wish to help implement this program. Your vision of how this program could be replicated in other parts of the U.S.
- How will you know if the project is successful? What is your evaluation plan?

##### **3. STAFFING AND GOVERNANCE**

Not to exceed two (2) single-spaced typed pages in 12-point type and should include:

- List of project staff and their qualifications to carry out the project.
- Brief (one-two lines) biographical sketches of executive director, project director, and chief financial officer of your organization.
- List of board of directors. Include organization affiliation, occupation, gender of each member, and other relevant information on how board members reflect the community served. If you are applying as a collaborative, include a list for each organization.

#### 4. ORGANIZATION'S FINANCIAL PLANS

Not to exceed one (1) single-spaced typed page in 12-pont type and should include:

- Your plan for financial support to ensure the continuation or completion of the program after the Hadassah Foundation grant funding period has ended.
- Your short- and long-term plans for the organization's programmatic and financial stability.

#### 5. PROJECT BUDGET AND NARRATIVE

The Project Budget Worksheet is posted as an Excel file at [www.hadassahfoundation.org](http://www.hadassahfoundation.org)

**NOTE: When you enter the budget figures, the Excel file will automatically compute the sub-totals and totals.**

- Proposed **project** budget for grant period **January 1 – December 31, 2012** – expenditures and funding sources. Please submit your budget on the form provided in the application.
- Narrative explanation for proposed **2012 project budget**. Explain the basis for cost estimates and how expenses relate to project activities. Specify how you would spend Hadassah Foundation funds.

#### 6. ORGANIZATION BUDGETS

**If possible, please provide in one Excel spreadsheet**

- **2010:** Actual budget for the **entire organization** for the **past** fiscal year (**2010**) – expenditures and funding sources.
- **2011:** Budget for the **entire organization** for the **current** fiscal year (**2011**) to date – expenditures and funding sources.
- **2012:** Proposed budget for the **entire organization** for the **grant year (2012)** – expenditures and funding sources.

#### 7. PROGRAM SAMPLE

- A copy of the curriculum or detailed program description.

#### 8. ADDITIONAL MATERIALS

Please include the following documents with your application (these may be mailed if they cannot be sent electronically):

- Proof of 501(c)(3) status (IRS letter)
- Most recent **audited** financial statements (preferably for 2010)
- Articles of Incorporation
- Signed Memo(s) of understanding/if relevant

## 8. CHECKLIST

- Cover Sheet
- Narrative
  - Mission, history, and accomplishments of your organization (one paragraph).
  - Statement of need for the program.
  - Proposal for 2012.
  - Description of the program.
  - Number of people affected and how they will be affected.
  - Timetable for the project in 2012.
  - Explanation of your relationship with other organizations working in the field.
  - How will you know if the project is successful? Evaluation plan.
- Staffing and Governance
- Financial Plans
- Project Budget and Narrative
- Organizational Budgets: 2010, 2011, 2012
- Program Sample
- Additional Materials
  - Proof of 501(c)(3) status (IRS letter)
  - Most recent audit
  - Articles of Incorporation
  - Program sample/if relevant
  - Signed Memo(s) of Understanding/if relevant