
Grant Application Guidelines

Grant Application Overview

Organizations wishing to be considered for funding by the JEHT Foundation should first carefully review the Foundation's program guidelines. The Foundation has no restrictions on the type of support it will consider so long as an organization's work is consistent with the Foundation's program interests and permissible under applicable U.S. charities law. The Foundation primarily makes grants to public charities classified as tax-exempt under section 501(c)(3) by the Internal Revenue Service, but will consider other organizations if their purposes are consistent with those established by the IRS for not-for-profit organizations and can meet a 501(c)(3) financial equivalency test. The Foundation does not make grants directly to individuals or consider requests outside its program areas. Its funds cannot be used for lobbying.

We require letters of inquiry from all organizations seeking grants from the Foundation for the first time, or from current grantees seeking funding for projects or programs we have not previously funded. There is no specific limit on the number of requests we will consider from a single organization or on the number of years we will fund an organization. Grant amounts are determined based on the scope of the project, the size of the applicant's budget, the likelihood that other support can be raised, and the JEHT Foundation's available financial resources in a given year. Our staff will carefully review all letters of inquiry. If a request fits within its program guidelines and the Foundation is interested in considering it further, you will be asked to submit a full proposal with supporting materials. Applicants will be notified if the Foundation will not be able to further consider the request.

When to Apply

The Foundation's staff reviews grant requests on an ongoing basis and makes recommendations to the Board of Trustees. Funding decisions are made three times a year. The Foundation will make every effort to consider grant requests at the earliest possible meeting after receipt of a proposal, and inform prospective grantees of grant decisions immediately following the meeting at which their proposal is discussed. Requests for funding may be turned down at any time.

Preparing a Letter of Inquiry

The Foundation does not accept letters of inquiry, proposals or grant reports electronically or by fax.

Please send one copy of the letter of no more than three pages to:

JEHT Foundation
120 Wooster Street, 2nd Floor
New York, NY 10012
212.965.0400

And include the following information:

- Date
- Name and address of organization
- Executive Director and contact person(s); telephone and fax numbers; and, if available, email and Web addresses
- paragraph summarizing the organization's mission and work
- A paragraph summarizing the purpose of your request and activities to be supported
- A paragraph specifically identifying the issue area and approach of the proposal as described in the JEHT Foundation's program guidelines
- Total dollar amount requested and time period the prospective grant would cover
- Total dollar amount committed or requested from other funding sources and the names of those sources
- Total dollar amount of your organizational budget for the current fiscal year
- Total dollar amount of your actual organizational expenses for the most recently completed fiscal year
- Total dollar amount of the project budget for the current fiscal year, if applicable
- The tax-exempt status of your organization

Note: Please do not submit examples of past work, articles, reports, books, videos, CDs or other supporting materials with your letter of inquiry. The Foundation currently does not accept letters of inquiry electronically or by fax.

Preparing a Full Proposal

The Foundation does not accept letters of inquiry, proposals or grant reports electronically or by fax.

If invited to submit a full proposal, it should include a narrative and supporting material as detailed below. The proposal only should be long enough to adequately make the case. Proposals submitted to other foundations are acceptable so long as they address the issues described below.

The narrative should include:

- Background of the organization, including accomplishments and qualifications, particularly as they relate to the purpose for which you are requesting support
- Immediate problems or needs to be addressed by your project or organization
- A review or assessment of previously completed or current work being done on the problem which your project or organization will address
- Target population or community served by your project or organization and how that constituency is involved in the design and implementation of your work
- Long-term systemic or social change being sought
- Strategies for implementing the work and a timetable for achieving outcomes (goals)
- A plan for evaluating the work (including criteria for success), and for disseminating the findings, if applicable
- If appropriate, a plan for continuing the work beyond the grant period

Financial information should include:

- An organizational budget for the current fiscal year
- For project grant requests, an annual project budget (for multi-year requests, include a projected annual budget for each year for which you are requesting support)
- Actual organizational income and expenses for the past two years
- A statement of actual project income and expenses for the past two years, if applicable
- A list of your organization's (or project's, if applicable) current five largest funders
- A list of your organization's five largest funders during the last five years and the cumulative grant totals for each

Note: All current and projected budgets should indicate whether income is committed or pending.

Include the following attachments:

- IRS 501(c)(3) determination letter and all IRS rulings and notices regarding the tax-exempt status of your organization
- The most recent audited financial statements
- The most recent IRS Form 990, including any schedules and attachments
- The most recent annual report describing your organization's activities, if one is published
- If your organization has made a 501(h) election, please include a copy of Form 5768 (Election to Make Expenditures to Influence Legislation)
- A list of your organization's Board of Directors and staff
- A list of member organizations, if applicable

Supporting Materials

Due to the large amount of materials the Foundation receives, we encourage organizations to exercise self-discipline and only submit materials that are directly relevant to the grant request under consideration.

The Foundation will promptly acknowledge receipt of your proposal. During the review process we may contact you for additional information or material. If a grant is awarded, you will be asked to sign an agreement that describes the purpose of the funding, reporting and other requirements of the grant.

If you have questions about the status of the proposal you have submitted, or there are significant changes or news you would like us to consider in the course of our review, please contact the staff person who invited you to submit the proposal.

One copy of the proposal package should be sent to:

The JEHT Foundation
120 Wooster Street, 2nd Floor
New York, NY 10012