

**October 2011**

Dear Grant Seeker:

*The Jewish Women's Foundation of New Jersey (JWF) was founded in 2006 as a collaborative philanthropy whose members are dedicated to empowering women and girls through education, advocacy, and strategic grant making.*

We see the foundation as a vehicle for women to use our leadership and financial resources to make a difference in the lives of women and girls – a chance to raise issues important to women and girls and to ensure that programming to address those concerns receives funding. JWF hopes to challenge the community to give more consideration to the needs of women and girls when designing and delivering programming.

**JWF is now initiating its 2012 grant cycle. We invite your organization to review our 2012 Grant Guidelines (attached) carefully, and to submit a Letter of Intent by January 13, 2012 for a program/project in New Jersey's Essex, Morris, Union, Sussex County and surrounding communities, and addresses one or more of the following areas of concern:**

- For Women:** Issues of self-esteem and empowerment, including workplace, family, and financial independence; child care; parenting; and encouragement of civic/political engagement.
- For Girls:** Issues of self-esteem, body image, education, and leadership.

The **Letter of Intent**, which may not exceed 2 pages, must include the information requested below. Please present your responses in the order they are requested and please identify each response by the number indicated:

1. A brief overview of the history and experience of your organization, specifically as it relates to the program for which you are applying and to your work with young girls and women in the communities listed below. Please include the founding date and its mission.
2. A description of the program/project, the issues it addresses, a statement of need, the target population, your implementation plan, the potential to create social change to your community and an approximate timetable.
3. A description of the program/project budget indicating the amount of funding needed and an explanation of how the requested funds will be used (e.g., materials, consultants, staff time, new staff, outreach, etc.) and in-kind or other funding, if applicable.
4. A list of any collaborating or partner organizations, their roles and financial contributions to the program/project.
5. A description of how you will evaluate and measure the program/project's outcomes.
6. The project's potential for replication and long-term impact.
7. Please submit ten (10) copies of your Letter of Intent fastened with a paper clip (please do not staple or bind your Letter of Intent). In addition to submitting ten (10) hard copies of your Letter of Intent, you must submit an on line version to [jgilman@ujcnj.org](mailto:jgilman@ujcnj.org) by the due date.

Your Letter of Intent must also include the completed **Letter of Intent Cover Page**, on which the signature of your organization's (or your fiscal agent's) Executive Director is to appear. A copy of the cover page is enclosed with this letter. The Letter of Intent Cover Page is in addition to the 2-page Letter of Intent. Also, in addition to your letter of intent, please submit a completed **Funding Application** form and documents supporting your 501©(3) status.

JWF will review all Letters of Intent by March 15, 2012, after which your organization will receive either an invitation to complete a final grant application and a request for a site visit/interview, or a rejection letter. Please refer to the Timeline in the attached Guidelines for further details.

We will be happy to answer your questions, and we encourage you to email us at the addresses below. To access the Jewish Women's Foundation of NJ's website and brochure, go to [www.jwfnj.org](http://www.jwfnj.org).

Very truly yours,

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