***Vision Statement***

A world where Jewish communities transition seamlessly from one generation to the next, ensuring the continuity of our people.

***Mission Statement***

Funding innovative social entrepreneurship projects that engage and benefit next generation donors to strengthen the continuity of the Pittsburgh Jewish community.

**Request for Proposals**

The SteelTree Fund is seeking applications for innovative ideas that help young adults ages 22-45 and teens find meaning and participation in Jewish life. Our SteelTree members are interested in funding projects and programs that have impact on the engagement of this young population in the Pittsburgh Jewish community. Special consideration will be given to applications whose work focuses on strengthening Jewish continuity.

The SteelTree Fund provides grants of $5,000, $3,600, or $1,800 to projects that serve the Pittsburgh Jewish community. A particular project will be considered only once per calendar year, though an organization or individual can apply for more than one project within a calendar year. SteelTree will entertain requests for renewal funding but not within the same year (July 1-June 30).

If you are interested in being considered for a grant, please submit a full application. Grantees will be asked to provide name recognition of the SteelTree Fund on all marketing materials. Applications should be submitted online ([www.jfedpgh.org/steeltree](http://www.jfedpgh.org/steeltree)) or via email to Shelly Parver, Planning Manager for Jewish Education & Continuity, at [steeltreefund@jfedpgh.org](mailto:steeltreefund@jfedpgh.org).

Applications sent via email should include documents sent in Word &/or *PDF format*. You will receive an e-mail acknowledgement that your proposal has been received.

**Grant Application Instructions**

**All Applications must include the following:**

1. SteelTree Fund Application Cover Sheet (below)
2. Executive Summary of Project/Program
3. Purpose of Grant
4. Income and Expenses
5. Measurement
6. Supporting Materials
7. Presentation Agreement

An explanation of each item is provided below. To apply, you must:

**1. Complete the SteelTree Fund Application Cover Sheet** (Below)

**2. Submit an Executive Summary of the Project/Program that must include:**

* Vision and mission of the project
* **Brief** description of the project to be impacted by funding (including which population your project serves, and how you plan to engage that population)
* What are the anticipated outcomes/impact?

**3. Purpose of Grant**

* Problem and Need

Identify the problem to be addressed and the needs to be met by the project/program. What unique services to the community are provided by your project/program? Provide supporting data.

* Project/Program Goal

Describe the goals and overall impact of the project/program.

* Project/Project Design

Describe your project/program objectives, activities, strategies, staffing, partners, and timelines, and explain how the design will enable you to address the problem or need. Identify the project/program as new or continuing, as well as any collaboration efforts that currently or potentially exist. Where does this project/program rank in ***your***personal and professional priorities?

* Financial Sustainability

Specify your plans for financing the project/program after the grant period has ended; list other financing sources or strategies that you are developing.

**4. Income and Expenses**

Itemize your revenue and expense totals (e.g. ticket sales, donations, etc.). Include information on additional funding sought and/or secured (source and amount) and any additional items you feel are relevant to your particular project/program.

**5. Measurement**

Outline your plan to document the progress and results. How will you measure expected outcomes and the effectiveness of your activities? What will be your criteria for success? What tools will you use to evaluate your program and organization (records, surveys, interviews, pre- and post-tests, community feedback, etc.)?

**6. Supporting Materials**

Please include any of the following, or other documents, that are applicable to the organization and/or project.

* Vision and Mission Statements
* Annual Report
* Board List

**7. Presentation**

While not a requirement, grant applicants are **strongly** encouraged, if invited, to give a brief presentation and answer questions from SteelTree Board Members during a SteelTree Fund Board meeting. The grant application deadline and meeting schedule is below.

**Grant Application Deadline SteelTree Fund Board Meeting**

August 15, 2016 September 19, 2016 (6pm-8:30pm @ Friendship

Circle, 1922 Murray Ave, Pittsburgh, PA 15217)

November 7, 2016 December 12, 2016 (6pm-8:30pm, Location TBD)

January 30, 2017 March 6, 2017 (6pm-8:30pm, Location TBD)

April 17, 2017 May 22, 2017 (6pm-8:30pm, Location TBD)

**SteelTree Fund Application Cover Sheet**

|  |  |
| --- | --- |
| Date of Submission: |  |

|  |  |
| --- | --- |
| Name of Organization\*: |  |

|  |  |
| --- | --- |
| Name of Project/Program: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Project/Program Leader: |  | Email: |  |

|  |  |
| --- | --- |
| Address (principal/administrative office) |  |

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| --- | --- | --- | --- | --- | --- |
| City: |  | State: |  | Zip: |  |

|  |  |
| --- | --- |
| Mailing Address, if different from above: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Fax: |  |

|  |  |
| --- | --- |
| Website: |  |

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| --- | --- | --- | --- |
| Amount Requested:  (Choose one: $5,000, $3,600, or $1,800) | $ | Total Estimated Project Cost: | $ |

|  |  |  |  |
| --- | --- | --- | --- |
| Expected Start Date: |  | Expected End Date: |  |

**I CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT THE TAX-EXEMPT STATUS OF THIS ORGANIZATION IS STILL IN EFFECT\***

*Signature:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Printed Name:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* It is not mandatory that your project be backed by a tax-exempt organization (i.e. 501c3). However, if you do not have backing from such an organization and you would like to submit an application to SteelTree, please contact Shelly Parver, Planning Manager for Jewish Education and Continuity, at [steeltreefund@jfedpgh.org](mailto:steeltreefund@jfedpgh.org) to understand potential tax implications of the grant

Please note that the SteelTree Fund does not fund political campaigns, capital campaigns or endowments.