



Jewish Food Experience

jewishfoodexperience.com

JFE® Quick Turn-around Grant

DEADLINE:

JFE® Quick Turn-around Grants is 6 weeks prior to the program date

This Form is for organizations and congregations interested in grants of **\$300** for programs that have not occurred in the Metro DC Community in the last two years. Grants will be reviewed and awarded on a rolling basis. Each organization may apply for no more than two grants for the fiscal year.

*Please contact **Paul Entis**, the Jewish Food Experience’s Director, at **301-230-7261** or **paul.entis@shalomdc.org** prior to completing this form. Paul can clarify how the grant process works and answer any questions you may have.

The Jewish Food Experience works to bring people together to learn about and enjoy food experiences while building connections to Jewish identity and community. JFE is designed to engage people of all ages and all levels of Jewish knowledge and experience around food while targeting especially young professionals, Baby-boomers, and interfaith couples and their families. JFE is an initiative funded by the Jewish Federation of Greater Washington and the United Jewish Endowment Fund.

I. GENERAL INFORMATION

Name of Requesting Organization	
Contact Name	
Contact Title or Role	
Address	
City/State/Zipcode	
E-mail	
Phone	
Is your organization a 501(c)3 ?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if 'No' you are not eligible)

II. GRANT REQUEST SUMMARY

Name of Program or Event	
Date and time	
Name of location with complete address	

III. PROGRAM DESCRIPTION

Briefly answer the following questions. Bullet points are acceptable.

1. What is/are the goal(s) of this program?

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2. What is the total number of individuals (not including staff) that you predict will attend the event?

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3. Grantees must have a reasonable expectation of a minimum of 30 people in attendance. Please note how you plan to reach each of our target audiences and the number of people from that group you expect to attend the event.

AUDIENCE	PLAN TO REACH AND INVOLVE	EXPECTED ATTENDANCE
Unaffiliated young adults		
Interfaith couples		
Baby-boomers		
Others / General		
	TOTAL EXPECTED TURNOUT (should match number identified in question 2 above)	

4. What geographic area(s) will the program reach?	
5. How will this program be promoted? <i>Please list specific channels that will be used (i.e. Facebook invitation, Evite, Twitter, announcements in print newsletters, e-newsletters or blogs, PSAs on WAMU, etc)</i>	
6. How does this promote Jewish identity, learning and engagement in Jewish life? How do you plan to incorporate Jewish food content into your programs?	
7. Please identify all partners and roles of each related to this program.	
AGENCY/SYNAGOGUE/ORGANIZATION/SCHOOL	
Contact Name	
E-mail	
Phone	
Role	
AGENCY/SYNAGOGUE/ORGANIZATION/SCHOOL	
Contact Name	
E-mail	
Phone	
Role	
8. Describe any opportunities that exist to further engage program attendees through follow-up you may do.	
9. Please confirm that your organization commits to do all of the following to make JFE visible in advance of and at your event? <i>(If you do not foresee one of the items on the list below being possible, please explain why that is the case.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• JFE logo on organization/program website with link to jewishfoodexperience.com	
• JFE logo on printed materials including:	
• JFE mentioned in publicity materials	
• JFE logo or other mention in advertising	
• Distribution of JFE materials at program	
• Speaking opportunity during program for JFE representative	
• Signage at program	
• Able to collect names and emails from attendees	

IV. PROGRAM BUDGET

Please be as specific as possible and explain usage of specific amounts and be advised that JFE requires that grantees match JFE grant with a minimum of 50% of in-house funds (up to 50% of this can be from ticket sales or other grants).

EXPENSES		EXPLAIN AS NECESSARY
Printed materials)	\$	
Space rental	\$	
Equipment rental	\$	
Paid advertising	\$	
Guest speaker fee(s)	\$	
Food	\$	
Misc. (explain)	\$	
	\$	
	\$	
Subtotal: Projected Expenses	\$	
INCOME		EXPLAIN AS NECESSARY
Fees/Ticket sales	\$	
Other grants	\$	
Fundraising - Sponsorships/Donations	\$	
Your agency's contribution	\$	
Misc. (explain)	\$	
	\$	
	\$	
	\$	
Subtotal: Projected Income	\$	

Expenses must math income. After grant application is received, additional information may be requested by the Jewish Food Experience.

V. REPORTING REQUIREMENTS

JFE requires the following information to be submitted five (5) days after the event is held:

1. A spreadsheet identifying the names and email of all guests at the event so that JFE can quickly follow-up and connect with those in attendance.
2. A one paragraph summary that reflects the ways in which the event was successful.
3. A one paragraph summary that indicates lessons learned since executing the event and anything you might do differently in the future.

Grant award will be made after the above information is submitted.

Please sign and date below this Partnership Grant Application indicating that you agree to the Reporting Requirements identified herein.

Name/Title

Date

Signature