



PENNER FAMILY ENDOWMENT

of the **YOUNGSTOWN AREA JEWISH FEDERATION**

During their lifetimes, David and Benita Penner were generous to both the Jewish and secular communities. The purpose of this endowment is to pursue tikkun olam (repairing the world) by breaking the cycle of poverty through enhancing Early Childhood Education. This age range was defined, by the donors, as birth to starting kindergarten.

Applications are due by May 24th each year. Please read these guidelines thoroughly before submitting an application:

1. Organizations that currently receive a direct allocation from the Youngstown Area Jewish Federation are not eligible to apply. There is an exception for the Youngstown Area Jewish Federation and its agencies, as well as the Partnership as the donors stated that they are to be the “primary” recipients of this endowment.
2. Organizations may only receive funding from the Penner Endowment OR Thomases Endowment in any 12 month cycle.
3. Complete applications, using the form below along with all required attachments, must be emailed to CCampesi@jewishyoungstown.org by 11:59pm Eastern Time on May 24th. Incomplete or late applications will not be considered.
4. Organizations may submit multiple applications within the same cycle but these must be accompanied by a cover letter explaining the priority order of the requests.
5. Applicants will be notified of the funding decision one to two months following the corresponding application deadline.
6. If funding is granted, a progress report is required to be emailed to CCampesi@jewishyoungstown.org 9 months after the date on the grant check. For organizations receiving multi-year commitments the report is due 9 months after receiving the last grant payment and/or before the submission of any other proposals. No reminders of this requirement will be given and the committee will not entertain future grant requests until a report is submitted. The report should be 1-3 pages total and include the following information:
 - Organization name and project title.
 - Narrative addressing progress, updates and any changes to the program/project since the grant was made including successes and/or setbacks.
 - An updated accounting of the total program/project with an explanation of any changes from the submitted project budget.

Please direct all questions to Courtney Campesi, Financial Resource Development Director (CCampesi@jewishyoungstown.org/330-746-3250 x152).

GRANT APPLICATION FORM

Organization Name	
Mission Statement	
Mailing Address	
Name, title, email & phone # of person completing application	
Website	
Organizational Budget	

Project Title	
Project Budget	
Amount Requested	
Date Funding is Needed	
Other Funding Sources (Include name of funder, if the support is approved/pending & amount of support/request)	

The Committee considers specific types of grant requests. Indicate the funding you are seeking below.

- Scholarships for children and their younger siblings for their education in a quality Early Childhood Education program.
- Continuity of education and care parents need to assist in their child/children's early education in the following ways:
 - Parent education programs
 - Programs for parent participation in early childhood education with oversight and goals
 - Mentoring programs for parents who have gone through a similar program to be paired with new parent participants

Please provide the following attachments:

1. Project budget outlining all income and expenses providing narrative description as needed.
2. Current operating budget of your organization.
3. Board of Directors List.
4. Non-discriminatory policy statement.
5. IRS determination letter.

If necessary, provide an explanation for the lack of any of the above documents. Do not send any other attachments.

Please submit a two page narrative proposal containing the following:

1. How does your proposal fit into the Endowment's stated purpose as outlined above?
2. What program standards and accountability methods will you use?
3. What organizations do you plan to partner with to help improve the quality of your program and/or increase your funding?
4. How is your organization particularly qualified to offer this project?
5. Are other local organizations doing similar work? If so, what sets you apart?
6. Who and how many will be served?
7. Explain the work that will be done, why it is needed and how your organization determined this need.
8. Provide your Implementation Timeline.
9. What are your goals and objectives with this project?
10. If applicable, what is your current Step Up To Quality rating from ODE/ODJFS or Keystone STARS Rating from the PA Department of Human Services?
11. What is your plan for donor acknowledgement?