

Jewish Federation  
of Cincinnati:

# Agency Partnership Packet



2026 Local Allocations Information



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## Part 1: Introduction

As a dedicated supporter of the Jewish community, The Jewish Federation of Cincinnati is excited to review your application for funding and continue to build a strong partner relationship. We believe in the power of impactful programs that address critical needs within our community and are eager to learn about your programs. JFC is committed to the institutional health of local Jewish nonprofit organizations energizing and sustaining local Jewish life, supporting Jews in need, increasing engagement in the local Jewish community.

The Agency Partnership packet is intended to be a comprehensive document containing all the important aspects that make up the relationship with our funded agency partners. JFC strives to be supportive, informative, and transparent in the funding process. This packet will be updated each year to reflect any improvements and updates in the process. An orientation to the information included in this packet will be provided both in person and online.

**JFC Vision:** To build a flourishing, inclusive, and diverse Jewish community where everyone is empowered to participate through learning, volunteering, leading, and social action. We care about everyone in our community and strive to ensure all have access to a full and meaningful life.

**JFC Mission:** To develop and connect leaders, contributors, organizations, and ideas to build an inclusive Jewish community that helps people in need, supports Israel, and assures a vibrant Jewish future.

Through our grants we strive to provide resources to Jewish organizations and leaders to help the Jewish community flourish.

**Point of Contact:** This packet describes how to apply for *local* grants through our local allocations process. If you have any questions about our local allocations process, please contact **Jan Evans, Director of Allocations and Impact** at [jaevans@jfedcin.org](mailto:jaevans@jfedcin.org) and **Charles Wright, Director of Community Planning** at [cwright@jfedcin.org](mailto:cwright@jfedcin.org).

To ensure that the application process is aligned with our mission and values, we employ the following guiding principles to maximize efficiency and provide adequate support to applicants throughout the process.

### **Guiding Principles:**

#### **Transparency and Clarity**

- The Federation's funding priorities will be clearly communicated
- Provide instructions on how to complete the application form
- Clearly communicate timelines and expectations for the application process

#### **Applicant-Centric Design**

- Keep application process and forms concise and user-friendly
- Avoid unnecessary jargon and complex language
- Provide supportive supplemental materials when appropriate

**Focus on Impact**

- Emphasize the need for applicants to demonstrate a clear understanding of the problem they are addressing
- Ask for program specifics and outcomes that can be reported
- Program that aligns to impact areas

**Fair and Equitable Evaluation**

- Provide a rubric with clear criteria for assessing applications
- Ensure a review process with committed volunteers reflecting the Jewish community
- Clear guidelines for volunteers and disclosure of any conflict of interests

**Relationship Building**

- Provide opportunities for applicants to connect with staff to discuss their ideas throughout the year
- Opportunities for continuous relationship building throughout the year (grant life cycle)
- Site visits to enhance the application process

## Part 2: What we fund and how to apply

JFC's allocation process funds local programs of organizations in our community that align with our C2030 Community Pillars:

- **Engagement:** Broaden participation in Jewish life, empowering individuals to express their Jewish identity in meaningful ways.
- **Caring:** Ensure the health, wellness, and personal safety of those in need.
- **Wider World:** Build bridges of understanding and advocate for a just, inclusive, and safe society for all.
- **Communal Health:** Strengthen the foundation of communal health by enabling organizations to thrive, building resiliency.

Organizations may apply for a 2-year grant. On the year organizations go through an application process, they may request a funding increase, as needed. Guidance: a requested funding increase may not exceed 25% of their current allocation amount. Organizations requesting an increase will be asked on the application to detail the rationale for the increased amount being requested.

Our intention (vs. promise) is to maintain the same amount of funding for both years of the two-year local allocations cycle. Extenuating circumstances such as an economic downturn, a crisis that would require us to redirect funding, or a significantly "down" campaign could necessitate a decrease. This kind of scenario would impact all organizations, regardless of whether they are applying that year or not. JFC will designate in which year each organization program should apply.

On year 2 of the grant cycle, organizations must complete a Mid Grant progress report vs an application. The Mid Grant progress report will contain a few questions designed to collect any important program updates and program progress on outcomes.

The Jewish Federation may request a meeting or updated information from any partner agency that experiences significant funding reductions or budget changes.

Who may apply:

- Applicants must be a 501(c)(3) organization, a qualifying synagogue or school. Synagogues are eligible to apply for Synagogue Education Excellence Directive (SEED) funding only.
- Programs must directly serve the Greater Cincinnati Jewish community.
- The organization must be fiscally sound. Financial documents are required for all requests.
- Currently, new applicants may participate by invitation only. JFC is exploring approaches to enable new applicants to apply in the future.

Local allocations do not support the following:

- Capital needs funding requests
- Personnel or staff unless directly tied to the program
- Operational funding requests

- Funding agencies and programs in their entirety. Guidance: The requested allocation should be no more than 20% of the agency's budget and no more than 80% of a program's individual budget.

The Jewish Federation reserves the right to make any exceptions on policies stated above.

#### How to Apply

- Visit <https://jewishcincinnati.spectrumportal.net/> and create or access your account to apply or complete a Mid Grant progress report. For complete instructions on how to create an account or access our application or mid-grant progress report, please see Appendix B.

## Part 3: Allocations Timeline for 2026

The general timing of the local allocations process is April – August. With a few improvements and revisions to the funding process, JFC strives to continue to provide more communication and resources to support organizations receiving funding.

### Organizations applying for 2027-28 funding:

Month	Activity
January	2026 grant funding distribution; agency partnership calls scheduled
February	Agency Partnership calls take place
March	Application and Reporting package sent Organization application & outcomes training
March 16	2027 -28 funding applications open
April	Site visit scheduling
May 1	2027-28 funding application close
June - Aug	Organization site visits
Sept - Oct	Decision making on funding amounts
December	Award letters sent

### Organizations with programs in year two of the grant

Month	Activity
January	2026 grant funding distribution; agency partnership calls scheduled
February	Agency Partnership calls take place
March	Application and Reporting package sent Agency orientation and training
Nov 2 - Dec 11	Mid Grant progress reports due (previously called check-in form)
December	Award letters sent

## Part 4: Agency Partnership Calls

**Description:** Agency Partnership calls are informal conversations between the primary executive of the organization and one or two members of the local allocations team. These calls aim to provide JFC with updates on the status and activities of our partner organizations. In the spirit of collaboration, JFC welcomes any questions, feedback, or insights that arise during these discussions.

**Key Aspects** of the Agency Partnership calls:

- No formal presentations or participation of multiple staff members of the organization are necessary.
- The organization is not expected to give progress updates on individual programs.
- Agency Partnership calls will be 30 – 45-minute Zoom calls and will occur in February/March.
- JFC will facilitate organization calls with all partner organizations.

Agency Partnership calls **will include** the following questions:

1. How would you characterize or describe the first part of this year for your organization?
2. What are some things you look forward to in the coming months?
3. What did you learn in 2025 that is influencing your work this year?
4. Are there any significant achievements, changes, or challenges you would like to share?
5. Are there any significant changes in any currently funded programs AND/OR is the agency planning to apply for a different program?

At the time of the call, the Jewish Federation will communicate with the agency any feedback (both positive and constructive) from our experience with the site visit or application.

## Part 5: Application

### Part I: Agency/Organization Information

Organization name:

Address:

Phone number:

Lead professional name:

Email:

Phone:

Lead volunteer name:

Email:

If different from Lead Professional, name of person completing this application:

Email:

Phone:

Does the organization have a fiduciary board, finance committee or finance officer? Yes/No

### Part II: Agency Financial Information

In past years, we have requested the same financial documentation from all agencies receiving funding through local allocations. While all agencies must provide detailed program budgets, the financial documentation required of agencies receiving less than \$40K has been adjusted. The documents listed below can be downloaded into the portal. See Part 7 for further information.

**1. If you receive \$40K or more in total annual funding from the Jewish Federation through the local allocations process, please upload the following financial documentation:**

- IRS Form 990, and, either:
  - The most recent audited or reviewed annual financial statements
  - The most recent Organizational Annual Financial Report you submitted to the Jewish Foundation (if you receive funding from the Foundation)

If you cannot provide any of the documentation requested above, please provide BOTH of the following:

- The most recent set of current financial statements, including budget versus actual
- The most recent unaudited annual income statement and balance sheet.

**2. If you receive less than \$40K in annual funding, please provide the following:**

- IRS Form 990
- The most recent unaudited annual income statement and balance sheet

**3. What is your organization's 2026 total operating budget?**

**Important Note:** Complete a separate application for each program requesting funding.

### Part III: Program Alignment

1. To which Impact Area is your program best **aligned** and will make the greatest **contribution**? Please select the one where your program has the strongest alignment. (see Appendix D)
2. Describe how this program aligns and how it best contributes to the chosen Impact Area. Make sure to include information regarding the activities and outcomes that relate to the Impact Area selected. (300 words or less)

#### Part IV: Program Information

1. **Name of program:**
2. Amount JFC allocated to this program in 2025:
3. Amount JFC allocated to this program in 2026:
4. **Program description:** Describe the program for which you are requesting funding. The program description should give a high-level summary of how the program works and the goals it is trying to achieve. (200 words or less)
5. **Program target population:** Describe the intended participants of this program. Include all relevant information, such as geographic location, age, race, religion, gender, etc. (200 words or less)
6. **Need or opportunity to be addressed:** Describe the significant need, problem or gap in services the program will address within your target community. (200 words or less)
7. **Key activities and outputs:** Clearly state the significant activities needed to run the program and the quantifiable (countable) outputs of each.
8. **Program impact:**
  - a. Clearly state the expected impact of the program on its clients/participants.
  - b. Include any partnerships or collaboration opportunities that will enhance the expected program impact.
9. **Program Results:**
  - a. Provide a summary of program results from the last calendar year and any results to date in the current year.
  - b. Include results from key measurements (both numbers and narrative).
  - c. Share any insights or learnings from the delivery of program services.
10. **Program changes for the upcoming year (if applicable):** Do you plan to make any changes to the program for the next year?
  - a. Yes
  - b. No

If you answered NO to question 10, skip to Part V. If you answered YES, please complete A, B, and C regarding your program change.

- A. Nature of the change: (Check all that apply and explain in the open field.)
  - Change in target population
  - Change in program model, curriculum, or service delivery
  - Change in staffing structure or staffing levels
  - Change in scale (expansion or reduction)
  - New partnerships or discontinued partnerships
  - Change in location, schedule, or format (virtual/in-person/hybrid)
  - Adjustments based on evaluation results or participant feedback
  - Other
- B. What is driving the change? (Please draw from the following examples and explain in the open field.)
  - New or emerging community needs

- Program evaluation findings
- Demand exceeding capacity
- Cost pressures or budget changes
- Pilot results, quality improvements or innovation
- External factors (policy, demographics, system changes)

C. Expected impact of the change: (Explain in the open field below whether the change will affect the following:)

- Program reach (number of participants, access for underserved groups)
- Quality of services
- Outcomes or impact trajectories
- Cost structure and sustainability
- Partnerships and ecosystem alignment

### Part V: Funding Request

1. If you are eligible to request a funding increase and are requesting one, what is the annual increase amount you are requesting? (Agencies notified in their 2026 award letter who were asked to apply again for 2027 are not eligible for an increase. If you are not requesting an increase, skip to question 3.)
2. Funding increase request (if applicable): If you are requesting an increase (up to 25% of your current allocation), please explain the justification for this increase. Your explanation should address the factors below, as relevant:

A. **What is driving the request?** Check all that apply and explain in the open field below):

- Increased demand or expanded target population
- Higher cost of service delivery (e.g., staffing, supplies, space)
- New program components that strengthen outcomes
- Evidence-based enhancements or improved service models
- System changes (policy, demographic, economic) affecting need

B. **What measurable value will the increased investment enable?** Provide specifics in the open field such as:

- Additional outputs (e.g., # clients served, # sessions delivered, # new partnerships)
- Stronger or expanded outcomes
- Improved accessibility or service equity
- Expanded reach into underserved groups or geographic areas
- Greater efficiency or cost-effectiveness over time

C. **If the increase is not approved, what impact would that have on the program or the community?** Provide specifics such as:

- Risks to service continuity
- Impact on outcomes, reach, or equity
- Adjustments that would be required

3. Complete and upload a separate [standard program budget spreadsheet](#) for each program requesting funding. For a snapshot of the form and details on how to complete the form, see Appendix C.

## Part 6: Rubric for Application and Site Visit

### Application Rubric

Criteria	Scoring Guidance	Score (1 –3)
<b>1. Design, Implementation &amp; Quality</b>	3: Program is clearly designed and well run 2: Program is solid, but some pieces are unclear or inconsistent 1: Program design or delivery raises concerns	
COMMENTS (Explain your response)		
<b>2. Outcomes and Impact</b>	3: Clearly articulated impact (outcomes) with data and learning 2: Some results shared; limited detail or clarity 1: Results are minimal or unclear	
COMMENTS (Explain your response)		
<b>3. Learning, Adaptation &amp; Responsiveness</b>	3: Clearly articulated learnings and continuous improvement 2: Some signs of learning or adjustment, but not well explained 1: Little evidence of reflection or adaptation	
COMMENTS (Explain your response)		
<b>4. Budget and Financial Quality</b>	3: Budget is clear and complete, aligns with the program, and shows stable funding 2: Mostly clear but small gaps; some reliance on limited funding 1: Budget is unclear, incomplete, or raises concerns about stability	
COMMENTS (Explain your response)		
<b>5. Funding Increase Request</b>	3: Clear, reasonable explanation of additional funding need, within 25% funding cap 2: Reason for additional funding is partially explained or unclear 1: Request for additional funding is unclear or unsupported	
COMMENTS (Explain your response)		

### Site Visit Rubric

Criteria	Scoring Guidance	Score (1 –3)
<b>1. Application enhancement and demonstration of program impact</b>	3: Added meaningful depth and clarity through examples, data, or stories that clearly showed impact 2: Added some information, but limited detail or only one general example 1: Added little new information; examples or stories were missing or unconvincing	
COMMENTS (Explain your response)		
<b>2. Organization and Preparedness</b>	3: Well organized and ran smoothly with a clear agenda; presenters were knowledgeable, confident, and well prepared 2: Mostly organized with minor issues, but no major impact on understanding; presenters were moderately prepared with some gaps 1: Disorganized or confusing visit structure; staff showed lack of preparation or inconsistent knowledge	

COMMENTS (Explain your response)

Volunteers and staff will use this rubric to guide the discussions about each program and will contribute to final decisions. No one criterion will dictate a final decision. The criteria are used to guide the discussions and provide consistency when highlighting areas that raise questions or concerns, and inversely areas where programs demonstrate strengths above expectations.

## Part 7: Financial Forms Information

**Organizations receiving \$40K or more in annual funding through the allocations process** are to upload the following forms in the grant portal as you complete your application:

- A separate **budget form** for each program for which you are requesting funding, using the template provided in the grant portal
- An **IRS 990 tax form** required annually by the Internal Revenue Service (IRS) of all 501(c)(3) tax-exempt charitable and nonprofit organizations. You will need to include this AND EITHER
  - Your most recent organizational annual financial report you submitted to the Jewish Foundation if you also receive funding from them
  - OR your most recent audited or reviewed financial statements (from your auditor with their report attached)
- If you cannot provide any of the documentation listed above, please provide BOTH of the following, which you should be able to obtain from your accountant or generate with your internal accounting software if you manage accounting internally)
  - The most recent set of current financial statements, including budget versus actual,
  - The most recent unaudited annual income statement and balance sheet.

**Organizations receiving less than \$40K in annual funding**, please provide the following

- A separate **budget form** for each program for which you are requesting funding, using the template provided
- IRS Form 990
- The most recent unaudited annual income statement and balance sheet

For more information on the financial requirements and instructions on how to fill out the program budget template, see Appendix C.

## Part 8: Site Visit Information

The site visit is an opportunity for organizations to share their program's value and impact in the community with Jewish Federation volunteers. Many volunteers are unaware of the variety of programs and services offered by our community, so this experience has the potential to make quite an impact. We strongly encourage you to follow the strategic tips below to maximize the impression you have on the volunteers who attend. The site visit has great weight for them, and they come back and share their experience with the rest of the volunteers who did not attend.

The site visit should build upon the information you provide in your application — not repeat it.

### Strategic tips for making a site visit most effective:

1. Show your program in action (not always possible, but a video works well also)
2. Bring a beneficiary of your program or services in to provide a live testimonial (video or even a quote is also effective, as confidentiality may be a factor)
3. Focus on the impact your program had on participants – show and tell how it is creating the desired change.
4. Storytelling is the most memorable way to share your impact!
5. A PowerPoint presentation is not necessary, however, if pictures and simple charts and graphs are helpful to support your impact stories feel free to use them. Avoid using slides with heavy text that distract from the speaker.
6. The number of staff members you include in your site visit is up to you. Key staff related to the program is typically sufficient.
7. Reserve time for volunteers to ask questions
8. Hospitality is always appreciated, but not at all necessary; please do not feel obligated to provide refreshments.

### Logistical Notes:

- [Jan Evans](#), Director of Allocations and Impact, **will contact you in April** to schedule a site visit for June, July, or August.
- Site visits can be scheduled at any time of day or in the evening – whichever provides the best setting for your program.
- We would like to provide a variety of site visit opportunities, as some of our volunteers work full-time and can only attend site visits after working hours.
- If the organization feels a remote site visit conducted on Zoom would show off the program effectively, the JFC will consider that option.

**The following results** demonstrate how volunteers felt about their experience with site visits in 2025.

- 93% - became aware of new programs or services they did not know about before
- 97% - said it increased their connection to our Jewish community
- 83% - said it opened new opportunities to become more involved in the Jewish community
- 50% - said it motivated them to give or increase their gift to the JFC AC or a community organization
- 37% - said it enabled them to take advantage of resources/programs, or refer them to someone else

## Part 9: Mid Grant Progress Report

Organizations who went through the grant application process in 2024 and received funding that began at the start of 2026 will be asked to complete a brief mid grant progress report specific to the program(s) funded.

**The purpose** of this report is for funded program(s) to share insights, learnings, and progress-to-date.

The Mid Grant Progress reporting form **will include only** the following questions:

1. Briefly share the progress of your programs so far this year towards reaching your goals. Please share any results that reflect progress towards outcomes stated in your application.
2. Describe anything that has had a significant impact on your program, either positive or negative.
3. Is the organization planning to make changes to the program? If so, please explain how you are adjusting the program and why.
4. Do you have any concerns about executing the program within your planned budget? If so, please explain.

**Timeline:** Mid Grant progress reports will be available on the grant portal at the beginning of November and are due December 11th. You will receive an email notification and link 30 days before the portal opens.

## Part 10: Decision Making Process

On an ongoing basis JFC makes a significant effort to be intentional about the revisions to the local allocations process. JFC is excited about these changes but will continue to strive for improvement in the process.

As part of the enhanced and standardization of the process, organizations will find more supporting information, and transparency with all parts of the process.

The application review and attending a site visit are important information-gathering touchpoints to support the decision-making process. Staff and volunteers will use a standardized rubric to guide the review of these two touchpoints. The rubric can be found in this packet.

The benefits of using a rubric are the following: (1) transparency for everyone, (2) consistency in reviews and (3) more focused feedback

**The rubric will use the numeric rating levels 3, 2 and 1** to review different aspects of the proposals.

- **A rating of 3 – Strong / Compelling**
  - Clear, thoughtful, and well-executed
  - Provides evidence, examples, or explanation
  - Leaves you confident in this area
- **A rating of 2 – Adequate / Meets Expectations**
  - Solid and acceptable
  - Some gaps, limited clarity, or lack of detail
  - Meets expectations, but does not stand out
- **A rating of 1 – Weak / Raises Concerns**
  - Unclear, incomplete, or raises questions
  - Lacks evidence or explanation
  - Signals a potential risk or weakness

The local allocations staff leader will collect the volunteer rubrics and compile the information. This information will not be shared outside the local allocations process (not to be made public). The compiled information will be presented back to volunteers in the Council meetings where funding discussions and recommendations are made.

The final amount of funds available to allocate in the funding process to organizations is not known until the Annual Campaign is closed, which is after the local allocations application process is completed. Therefore, all discussions of funding amounts are purely directional.

Once the amount of funding available is determined, the directional input and feedback is “translated” by local allocations volunteer and professional leadership into final dollar amounts. These final dollar amounts, and program feedback developed during the review process will be communicated to organizations through funding award letters (details of funding award letters are in part 11).

## Part 11: Funding Award Letters

### How will funding be communicated?

The funding award letter (also called a "grant award letter") is a formal document sent by a JFC to an organization notifying them that their application for program funding has been approved and outlining the specific details of the award including the amount, next steps, and any conditions attached to the grant.

Funding Award letters **will contain** the following information:

- The amount allocated to each funded program includes the 2-year ongoing amount.
- If there are any conditions put on the funding of the program, they will be listed.
- Request for an electronic signature from the organization executive and the Board Chair or lead volunteer.

### The Process:

- The Local Allocations Committee's funding recommendations are reviewed and approved by the JFC Executive Committee and Board in October or November.
- All organization executives and their board chairs, as listed on their application or Mid Grant progress report forms, will receive award letters via Adobe Sign.
- The funding award letter can be expected to arrive in late November or December.
- Important: Funding Award letters must be fully executed before grants can be processed.

This award letter represents funding from the local allocations pool. It pertains specifically to the local allocations funding process and does not encompass all funding that agencies receive from the Jewish Federation. Each partner agency will receive a separate letter outlining a summary of the direct dollars raised on its behalf, as well as details on security funding, additional grants, and CP&M support.

## Part 12: Marketing and Fundraising Efforts

### **Acknowledgment and Guidelines for Grantees**

We deeply appreciate your partnership and the opportunity to support your programs through funding from the Jewish Federation of Cincinnati. To acknowledge our support, we kindly request that all marketing materials related to programs we fund include the Federation's logo and/or the text line: "Jewish Federation of Cincinnati Partner Agency." If you would like examples or guidance on compliant logo use on your program marketing materials, please contact [Susan Zimmerman, JFC Director of Marketing Operations](#).

This grant is made possible through our Annual Campaign, which aims to benefit the entire community. To ensure the success of our collective fundraising efforts, we respectfully ask that your organization refrain from public fundraising during our primacy periods: September 1–December 1 and January 1–March 31.

The Jewish Federation requests that partner agencies consider the total funding received when determining JFC's placement in sponsorship categories. This includes not only JFC-specific event sponsorship but also recognition in the agency's publicity and marketing materials for its fundraising events.

Your feedback is important to us! Please look for a survey from us by the end of the year to share your thoughts on the local allocations process and other Federation services.

Thank you for your collaboration and commitment to strengthening our community.

## Appendix A: List of organizations and the years they apply

### Caring Council

Organizations in year two of the grant	Organizations applying for 2027-28 Funding	New programs applying for funding for 2027 only (still in trial period)
JFS Aging and Caregiver Services	JFS Vital Support Center	Atara Student Success Center
JFS Youth Mental Health		Shelanu
Rockwern Student Support Services	Ohio Jewish Communities Lobbying	JCGC Indigent Burial Fund
CHDS Student Support Services	Halom House Judaic Cultural Programming	
JCC Disability & Inclusion	JCC Security	
JCGC Preserving Legacies	JCC 60 and Better	
JFF Caring Community		
Camp Livingston Inclusion		
Camp Ashreinu Scholarships		
Camp Ashreinu Nights on Us		

### Connecting Council

Organizations in year 2 of the grant	Organizations applying for 2027-28 Funding	New programs applying for funding for 2027 only (still in trial period)
JCC Camp at the J Scholarships		JVS Careers Internships
JCC Financial Assistance	Synagogue Excellence in Education Directive	JVS Careers Scholarship Administration
Camp Livingston Scholarships	Cincy Hillel Engagement Programs	Livingston in the City
Camp Livingston Jewish and Israel Engagement	Hillel at Miami Engagement Programs	
Camp Chabad Scholarships	Lichter Lecture Series, UC Dept. of Judaic Studies	
Chabad Feminine Connection	HHC Docent Program	
JCC Disability & Inclusion	Kollel Outreach	
	JCC Jewish Life	
	JCC PJ Library	

## Appendix B: Grant portal registration instructions

Please access the grant portal registration here to create an account if you don't already have one: <https://jewishcincinnati.spectrumportal.net/accounts/register>. If you already have an account, please log in.

### Register

- While creating your account, please check "Organizational Grant Applicant" under "Portal Access" and fill in the requested account information.
- In the next screen under "Organization Information" select your organization in the dropdown; then under "Contact Information," click "copy from organization" and your organization's information will populate.
- After you complete the registration process, please send [Jan Evans](#) an email to let her know your registration has been completed. She will expedite the process of approval.
- We will send you an email notification of your "approved" portal access. Approval typically takes 48 hours.
- We recommend you complete this step in the application process as soon as possible, as you will not be able to access the application until your access has been approved.

### Login

- Once your registration has been approved, log in at <https://jewishcincinnati.spectrumportal.net/>, navigate to the "Organizational Grant Applicant" tab in the main menu at the top of the page and select "Available Grants" from the dropdown menu. Click on "2027 Agency Allocation Application" and please complete one application for each program for which you are requesting funding for next year.
- Please reach out to [Jan Evans](#) if you have questions or need assistance.

Organization Applications are due at midnight on **May 1, 2026**. No late applications will be accepted. Mid-grant progress reports are due December 11, 2026.

### Tips for Filling out Application

- Click the "Save" button at the bottom of each page you complete before moving to the next or previous page. This enables you to close the application, sign out, and come back to complete it later.
- To access an unsubmitted, saved application, sign in, go to Organizational Grant Applicant > Home > Recently Accessed. You may also go to Organizational Grant Applicant > My Saved Applications.
- If you are unable to submit your application, there are required fields that are incomplete. Fields where there is missing information will be highlighted red.
- Text boxes with word counts exceeding the limit will also highlight red and will prevent application submission.

## Appendix C: Instructions for completing the program budget template

Please complete a separate program budget form for each project for which you are requesting funding. The spreadsheet is locked except for the editable (white) cells. We are collecting basic identifying information at the top.

Please be sure to fill in the years (at the top of the columns) for the budget numbers you enter.

You will see a few little red indicators where there are explanatory notes:

- Under “Internal Funding” - “own contribution” is the costs of the program not covered by grant funding that comes from your organization’s operating budget
- Under “Earned Revenue” is any income you get from the program, such as ticket sales or registration fees
- Under “Direct Expenses” – Personnel – this should be the cost associated with an incremental increase to staff. For example, if you have one staff, and are planning to add a second, the costs associated with the second staff person should be in personnel and the costs associated with the original position should go in indirect costs. When the grant is renewed in the subsequent year, both staff should then go into indirect costs. Be sure to include any fees to consultants and contractors required for the program, as well as any travel expenses or mileage related to staffing the program. Additionally, if you have a staff person that spent 50% of their time on the program, and, under this new grant, will spend 80% of their time, the incremental 30% should be included in personnel costs and the 50% should go into indirect expenses. Seasonal employees such as camp counselors should also be included in direct costs under personnel. The full-time camp staff would be an indirect cost, however.
- Under “Indirect Expenses” be sure to include the proportionate share of salaries and benefits related to current (not new) employees that are spending time on the program as well as existing owned or rented space, IT, utilities, etc. An example of this would be the full-time camp staff, who work year-round, as mentioned above.
- Please include brief descriptions of the expense categories in the notes column. For example, say “camper activity supplies” vs. just “supplies.”

# Budget Sheet Snapshot:

## ANNUAL REPORTING FINANCIAL TEMPLATE for JFC PROGRAM GRANTS

Populate only the white cells. Enter numbers only (no text). Hover your mouse over cells that have red triangles in the upper right-hand corner to view additional information/instructions.

Organization Name:	Organization needs to provide this information
Program/Project Name:	Organization needs to provide this information
Date Prepared:	Organization needs to provide this information
Time Period of Grant with starting and ending month/year:	Organization needs to provide this information
Fiscal Year Ends (provide month and day)	Organization needs to provide this information

INCOME	Most recently completed Program Actuals YYYY	Current year projected program budget YYYY	Current year-to-date Program Actuals YYYY	Projected budget for next cycle YYYY	Notes
<b>Internal funding</b>					
Own contribution	-	-	-	-	
Earned Revenue	-	-	-	-	
<b>Total Internal Income</b>	-	-	-	-	
<b>External Funding</b>					
Jewish Foundation Grant	-	-	-	-	
Jewish Home of Cincinnati	-	-	-	-	
[Other funding source 1]	-	-	-	-	
[Other funding source 2]	-	-	-	-	
[Other funding source 2]	-	-	-	-	
[Other funding source 2]	-	-	-	-	
<b>Total External Income</b>	-	-	-	-	
<b>Total INCOME</b>	-	-	-	-	
<b>EXPENSES</b>					
<b>Direct Expenses:</b>					
Personnel (reflect % for this program or initiative)	-	-	-	-	
Consultants and Contractors	-	-	-	-	
Equipment and Technology	-	-	-	-	
Staff Travel	-	-	-	-	
Public Relations and Marketing	-	-	-	-	
Office Expenses	-	-	-	-	
Other Direct Expenses	-	-	-	-	
Other Direct Expenses	-	-	-	-	
Other Direct Expenses	-	-	-	-	
Other Direct Expenses	-	-	-	-	
Other Direct Expenses	-	-	-	-	
Other Direct Expenses	-	-	-	-	
Other Direct Expenses	-	-	-	-	
Other Direct Expenses	-	-	-	-	
<b>Total Direct Expenses</b>	-	-	-	-	
<b>Indirect Expenses</b>					
Proportion of salaries/benefits of existing employees related to pgm	-	-	-	-	
Proportion of existing rent, IT svcs, utilities, etc. related to pgm	-	-	-	-	
Other Indirect expenses	-	-	-	-	
Other Indirect expenses	-	-	-	-	
Other Indirect expenses	-	-	-	-	
Other Indirect expenses	-	-	-	-	
Other Indirect expenses	-	-	-	-	
Other Indirect expenses	-	-	-	-	
<b>Total Indirect expenses</b>	-	-	-	-	
<b>Total EXPENSES</b>	-	-	-	-	

[Download a copy of the standard program budget spreadsheet.](#)

## Appendix D: Eight Impact Areas: Building Blocks of Community

<b>Fostering Belonging &amp; Inclusion</b>	Equitable opportunities to engage and feel valued
<b>Building a Healthy Community</b>	Access to resources for healthy living at every age
<b>Creating a Culture of Caring</b>	Supported, valued, and cared for during times of need.
<b>Empowering Active Community Members</b>	Advocating and working for change and progress
<b>Strengthening Education in Jewish Life</b>	Ongoing practice of learning at all stages of life
<b>Broadening Engagement in Jewish Life</b>	Taking part in Jewish experiences and connections
<b>Building Safety &amp; Security</b>	Secure and protected from harm and discrimination
<b>Connecting to Israel &amp; Global Jewry</b>	Meaningful relationship with Israel and world Jewry