

2018 Mini-grants for Roots & Branches Alumni

For the second year, Roots & Branches Foundation is offering funds for Roots & Branches alumni to further their philanthropic and Jewish leadership in our community. Alumni of Roots & Branches Foundation are invited to apply for a mini-grant of up to \$500 to create a meaningful Jewish and/or philanthropic experience for the Roots & Branches community, friends, and family. We encourage alumni to use this opportunity to think creatively. We hope mini-grant supported events will be used to grow and strengthen our community, and that Roots & Branches alumni feel empowered to develop the skills and connections they used during Roots & Branches Foundation. \$6,000 will awarded in 2018 on a first come, first serve basis.

Grant Information and Eligibility

- We will grant up to \$6,000 total.
- Individual grants can be up to \$500.
- [Grant application](#) opens in January 2018 and will be open until funds are no longer available.
- Events must take place within three months of submitting grant application . If the event is an ongoing series, the grant can be used to support expenses for the first session.
- Only Roots & Branches Foundation alumni can apply for these grants.
- Events must engage at least five people and be open to Roots & Branches members and alumni.
- Grants will be paid as a single reimbursement for all approved expenses following the submission of a [grant and expense report](#) and receipts, due within two weeks of event.
- Only one grant may be submitted per event.

Selection Criteria

Funding decisions will be based on the extent to which grant proposals reflect the following criteria:

- Meaning and relevance: intentionality beyond the activities of the event, such as conversation about a community issue, current events, or service project.
- A connection to Judaism and/or Jewish Philanthropy: celebration of a Jewish holiday or tradition, Jewish values discussion, or another way to make your event distinctly Jewish.
- Creativity: think outside the box; consider opportunities that do not currently exist or a significant improvement to existing opportunities.
- Feasibility: thorough planning with an appropriate budget.
- Inclusiveness: must include at least five people total, and be open to the Roots & Branches members and alumni; family, friends and the wider community can also be welcomed.

Event Information, Marketing and Communication

Mini-grants are intended to grow and foster the Roots & Branches community. In an effort to do so, staff will promote and publicize events within the Roots & Branches community through Facebook, Eventbrite and emails. You are also strongly encouraged to promote your event within your network. Proposals will serve as the promotional materials for events, please be clear and thorough. Each event:

- Will be open to Roots & Branches members and alumni.
- Can have a capped capacity.
- Will be promoted through Facebook and a Facebook event page.

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- Will take RSVPs through an Eventbrite registration page, set up by Roots & Branches staff and managed by awardee.
- Three days prior to event, awardee must send reminder email to participants with event information, copying Emily ekornhauser@rcfdenver.org.
- Within three days after event, awardee must send follow up/thank you email to participants, copying Emily ekornhauser@rcfdenver.org.

We will not fund...

- Funds that will support personal or organizational income
- Funds that will be re-granted to another organization
- Projects that are not open to other Roots & Branches members and alumni and/or do not engage people who reside in the Greater Denver community of Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas and Jefferson counties (Note: programs do not need to take place within this geographic area as long as this community is served)

Grant and Expense Report

The following information is provided to help you plan your grant report. [Grant and expense reports](#) must be submitted online within two weeks of event date. Grant and expense reports submitted via email or other form will not be considered complete. Reimbursement checks will be sent via mail within 10-14 business days after we receive your grant and expense reports, and receipts.

1. Attendee list, with Roots & Branches affiliation. [[FORM](#)]
2. Photo(s) from event. You can upload up to five.
3. Three takeaways or lessons learned from hosting event
4. Look back at what you originally hoped to accomplish, in what ways did you succeed, what happened that was different from your original goals? Include anything else you think we would be interested to know or that you would like to tell us.
5. Expense report. [[FORM](#)]
6. Single PDF of receipts.

Notification

Funding decisions will be made within 10 business days from date of submission.

Questions

Have an idea? Want to discuss your application? Please contact Emily Kornhauser, Initiatives Manager, at ekornhauser@rcfdenver.org or 303.398.7417.

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To Apply

The following information is provided as a guide to help you plan your submission. [To apply, please complete the online application form.](#)

Part 1: Contact Information

1. Your name
2. Address (where you receive mail)
3. Email address
4. Phone number
5. If you are working with any other Roots & Branches members or alumni, please list them here:

Part 2: Event Information

We will use this information to promote the event

6. Name of event
7. Event date
8. Event start time
9. Event end time
10. Event capacity, if applicable
11. Event description
12. Uploaded promotional image

Part 3: Budget

13. Total amount requested (up to \$500)
14. Uploaded budget worksheet [[FORM](#)]

Part 4: Narrative

15. How is your event meaningful and relevant and connected to Judaism and/or philanthropy?
16. What do you hope to accomplish for participants, for the community, and for yourself as a leader?