

## **BETH EMET TZEDAKAH FUND GRANT GUIDELINES**

According to the Torah and subsequent Jewish law, every member of Beth Emet is obligated to extend a helping hand to any person in need, and it is the inherent right of every person to be helped, “For there will never cease to be needy within the land, which is why I command you, saying, ‘You shall surely open your hand to your poor and needy in your land.’” Deuteronomy 15:11

The purpose of the Beth Emet Tzedakah Fund is to support causes, organizations and projects that promote justice, equality, and social well-being; to educate and engage the congregation about our obligation to perform the mitzvah of tzedakah (righteous giving and doing); and to encourage the members of Beth Emet to give tzedakah as a regular part of our daily lives.

An organization may apply for a Beth Emet Tzedakah grant if it meets the specified requirements. Grant applications will be evaluated based on the criteria also specified in this guidelines document.

### **FILING INSTRUCTIONS**

- Complete the following application form. An application form may also be requested from the Beth Emet administrative office. Any additional information or materials that explain the request may be attached to the application.
- Attach to the application a copy of your organization’s IRS 501(c)(3) letter (or similar certification under Israeli law) and the organization’s most recent balance sheet and/or income statement or any other document that demonstrates the organization’s financial stability. See the eligibility requirements below for more information.
- If a grant is requested for the benefit of a specific program or project, attach to the application the program or project budget including anticipated revenues and expenses.
- Completed applications and supporting materials can be submitted at any time during the year. The Tzedakah Committee awards grants twice each year. To be considered for an award announced during the spring, the application must be submitted by March 31. To be considered for an award announced during the fall, the application must be submitted by October 31.
- Submit one set of application materials, preferably by email, to the Tzedakah Fund Chairperson ([BarryIsaacson@comcast.net](mailto:BarryIsaacson@comcast.net)). Alternatively, applications may be mailed to the Tzedakah Committee, Beth Emet Synagogue, 1224 Dempster Street, Evanston, Illinois 60202.

For more information about the application process, please send an email to the Tzedakah chairperson or leave a message with the Beth Emet office at 847-869-4230. A representative of the committee will return your phone call as soon as possible.

Within six months after receiving a grant award, grantees are requested to submit a photograph of or a progress report on the awarded activity; i.e., how the award has been used for the stated purpose of the grant and any problems encountered in expending the award.

### **ELIGIBILITY REQUIREMENTS**

- The maximum grant size is \$500.
- Organizations may not receive grants in two consecutive award cycles. For example, an organization receiving a grant in the fall cycle is not eligible for grant in the following spring cycle.

- Applicants must have current IRS status as a 501(c)(3) entity or similar certification under Israeli law (i.e., Article 46 of the Israeli Income Tax Ordinance).
- Applicants must be able to demonstrate financial stability.

## SELECTION CRITERIA

Preference will be given to:

- Smaller organizations (less than \$500,000 of revenue).
- Organizations that are located in Evanston, the Chicago metropolitan area, or Israel.
- Organizations that have a connection with one (or more) Beth Emet member(s) who is an active member (e.g., employee, volunteer, officer, member of the board, donor) of the organization.
- Organizations that request funding for specific programs or projects, new or ongoing, as opposed to grants for general operating expenses, sponsorships, or existing staff salaries.
- Organizations and/or programs or projects whose mission aligns with one or more of Beth Emet's social justice core values of:
  - *Righteousness/justice*. This value involves promoting equal justice through advocacy on behalf of individuals and groups, representation before judicial and administrative tribunals, help with preparing for legal and administrative adjudication; and, educating individuals and groups about how they can protect their rights;
  - *Love of one's neighbors and for the stranger, compassion, and kindness*. Alignment with this value can be seen in organization or project missions that focus on helping members of the community with identified needs that they may not be able to satisfy without help; and,
  - *Hospitality*. This value involves providing shelter, food, clothing, and/or health/hygiene-related services and items.

## TZEDAKAH FUND GRANT APPLICATION

Before completing this application, please review the Tzedakah Fund guidelines to determine if your request qualifies.

Organization name:

Address:

Telephone:

Email:

Contact person:

Title:

Year established:

FEIN:

Geographic area served:

Number of paid staff:

Number of volunteers:

Are any Beth Emet members active in the organization? Yes \_\_\_ No \_\_\_ If yes, list their names and describe what roles they play in your organization (e.g., employee, volunteer, officer, member of the board, donor)

Current year's annual budget revenues \$\_\_\_\_\_ expenses \$\_\_\_\_\_

Major revenue sources and percentage of annual budget they provide.

Please summarize your organization's mission and ongoing programs:

Is your organization requesting a grant for a specific program/project? Yes \_\_\_\_No\_\_\_\_

If so, on the following page, provide information on the program/project for which funds are requested. Include, in your description, the program project name, whether it is an on-going or new project, its goals, beneficiaries, location, expected completion date, and who will be or is responsible for program/project operations.

[Empty rectangular box for application details]

Thank you for completing this application. Did you remember to include:

- Your organization’s Section 501(c)(3) letter and
- the organization’s most recent balance sheet and/or income statement or any other document that demonstrates the organization’s financial stability and
- if a grant is requested for the benefit of a specific program or project, the program or project budget including anticipated revenues and expenses?