

# Rothschild Foundation Hanadiv Europe

**PLEASE NOTE:** We recommend that you print these Notes of Guidance and refer to them when you are filling your application form.

## Notes of Guidance

# 2020



Jewish Education  
Grant Programme  
Professional  
Development in  
Jewish Community  
Organisations –  
Enhancing Jewish  
Content  
First Stage

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## Overview

Across Europe, Jewish communal professionals and volunteers play a vital role in supporting and enhancing Jewish life – the Jewish summer camp co-ordinators, the programming staff at the Jewish Community Centre, the Jewish studies teachers, the synagogue and community lay leaders and the volunteer Sunday school parents are some of the examples of tireless individuals making a difference in their communities. The Foundation recognises and appreciates their contribution and yet, often-times, these same people have not had the opportunity to deepen their own Jewish knowledge or update their professional expertise to help them working within Jewish communities.

To address these needs, the Foundation is offering communal organisations support to enhance the Jewish experience and education of its personnel – paid and unpaid, junior and senior. A strong Jewish learning component must be at the core of the programme and it is expected that this will in turn influence the breadth and depth of the activities offered within the community.

Applicants are also encouraged to visit the website of [Yesod](#) to learn more about available professional development opportunities for individuals and also the website of [Gesher L'Europa](#) – a joint project of the Foundation and the National Library of Israel featuring educational resources and training opportunities.

## Professional Development in Jewish Community Organisations – Enhancing Jewish Content

We hope that with the support of this grant, Jewish community organisations will devise and implement high quality professional development trainings for their staff and volunteers. As a result, participants will develop stronger Jewish fluency<sup>1</sup> expressed in delivering richer and more engaging educational programming with quality Jewish content reflected, among others, in an increased usage of Jewish materials and vocabulary in their activities.

The proposed project can be a new initiative or an upgrade of an existing programme. Please note that if you are looking to improve an existing programme, the budget and narrative should reflect how the funds requested will be allocated, at least partially, to new activities aimed at strengthening the Jewish knowledge and delivery skills of the participants.

In the first stage application, proposed projects should focus on professional development (training) and can include, when relevant, optional plans for programme implementation (activities). Examples for each section include, but are not limited to, the following:

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<sup>1</sup> See here some interesting articles illustrating the areas that we would like to see strengthened:

[Jewish Fluency: Creating a new culture by Abi Dauber Sterne](#)

[Jewish Literacy for Jewish Professionals: Why We Need to “Speak Jewish” by Anita Silvert](#)

[Taking care of our own by Erica Brown](#)

[Overcoming Jewish Illiteracy by David Bernstein](#)

### Professional Development Section (Training):

- An annual professional development programme for staff and relevant volunteers that includes a strong Jewish learning component
- A support/mentoring programme for new Jewish educators/teachers
- Expert training visits from content specialists to work with staff and relevant volunteers to enrich Jewish curriculum and programme delivery
- Opportunities for shared learning with Jewish professionals in other institutions
- Learning trips by staff members seeking to shadow experts based at other European institutions.
- A new staff position for a Jewish educator

### Programme Implementation Section (Activities):

When relevant, your application can include an implementation section following the above professional development programme. This should outline a well-thought out plan of Jewish-content based activities to be delivered to wider audiences in the community that would reflect the skills and knowledge that the participants gained in the training.

The range of examples listed below offer ideas that may also work in your organisation. We do not expect to see a replication of these programmes in your application, but they may inspire you to think creatively about enhancing Jewish content in your organisation and community.

- A training course for Jewish studies teachers on heritage skills and knowledge (such as [MiDor LeDor](#)).
- A knowledge-based game or competition (Such as [this game for schools](#))
- An adult learning course based on [10 Jewish sensibilities](#)
- A programme to enhance Jewish learning experiences at youth summer camps like [Hiddur](#).
- Development of new approaches to Bnai Mitzvah celebrations such as [Bnai Mitzvah Revolution](#) or [Bar/Bat Mitzvah at the National Library of Israel](#)
- Collaborative programmes between city and camp (see [example here](#))
- A forum for educators and volunteers from different community institutions to look at the provision of Jewish education as a whole – [the education ecosystem](#).
- A network for education professionals in similar fields - [Network of early family engagement professionals](#)
- Programmes to support interfaith families exploring Jewish life (see [example here](#))

### Length and Level of Support

Grants between £15,000 and £40,000 per year for up to 3 years will be considered. This amount should reflect a maximum of 70% of the overall budget with evidence of the rest of the funding presented. An inflated or unrealistic budget will disqualify the application from consideration.

## Eligibility Criteria

1. We welcome applications from pan-European organisations, and organisations serving several communities in a European region. This includes Scandinavia and the Baltics, international organisations with a European affiliate and applications from a consortium of organisations. Please note: the Foundation is unable to accept applications from other FSU countries.
2. Applications from organisations serving one country are welcome from the following countries: Belgium, France, Germany, Hungary, Italy, Netherlands, Spain, and UK.
3. Proposed projects should target professionals and/or volunteers in Jewish community and informal educational settings.

If this is the first time that you apply to the Foundation, we recommend that you contact Daniela Greiber at [d.greiber@rothschildfoundation.eu](mailto:d.greiber@rothschildfoundation.eu) for a preliminary conversation before you apply.

Your organisation must provide the Rothschild Foundation Hanadiv Europe with proof of its charitable status in the country where it is registered. Moreover, the organisation's activities need to qualify as charitable under UK charity law. For more information please consult [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk).

If you are in the process of obtaining charitable status, please be aware that no payments will be made to your organisation until you have achieved this status. Additionally, if your organisation is awarded a grant but fails to secure charitable status within 3 months of having been notified of the award, the grant will be cancelled.

The Foundation supports a wide variety of projects at different stages of development, including stand-alone initiatives and new aspects of an existing project. However, we do not fund retroactively – i.e. we will not fund an activity that has already happened or is already scheduled to happen while the application for funding is under consideration.

Please note that if you are invited to submit a second stage application form, there is no guarantee of funding.

## Simultaneous Applications

If you have an existing grant with the Foundation that ends before December 2019, you may apply for a grant in this round, but your new project must start no earlier than January 2020. A brief update on the current status of your existing grant must be provided with your application.

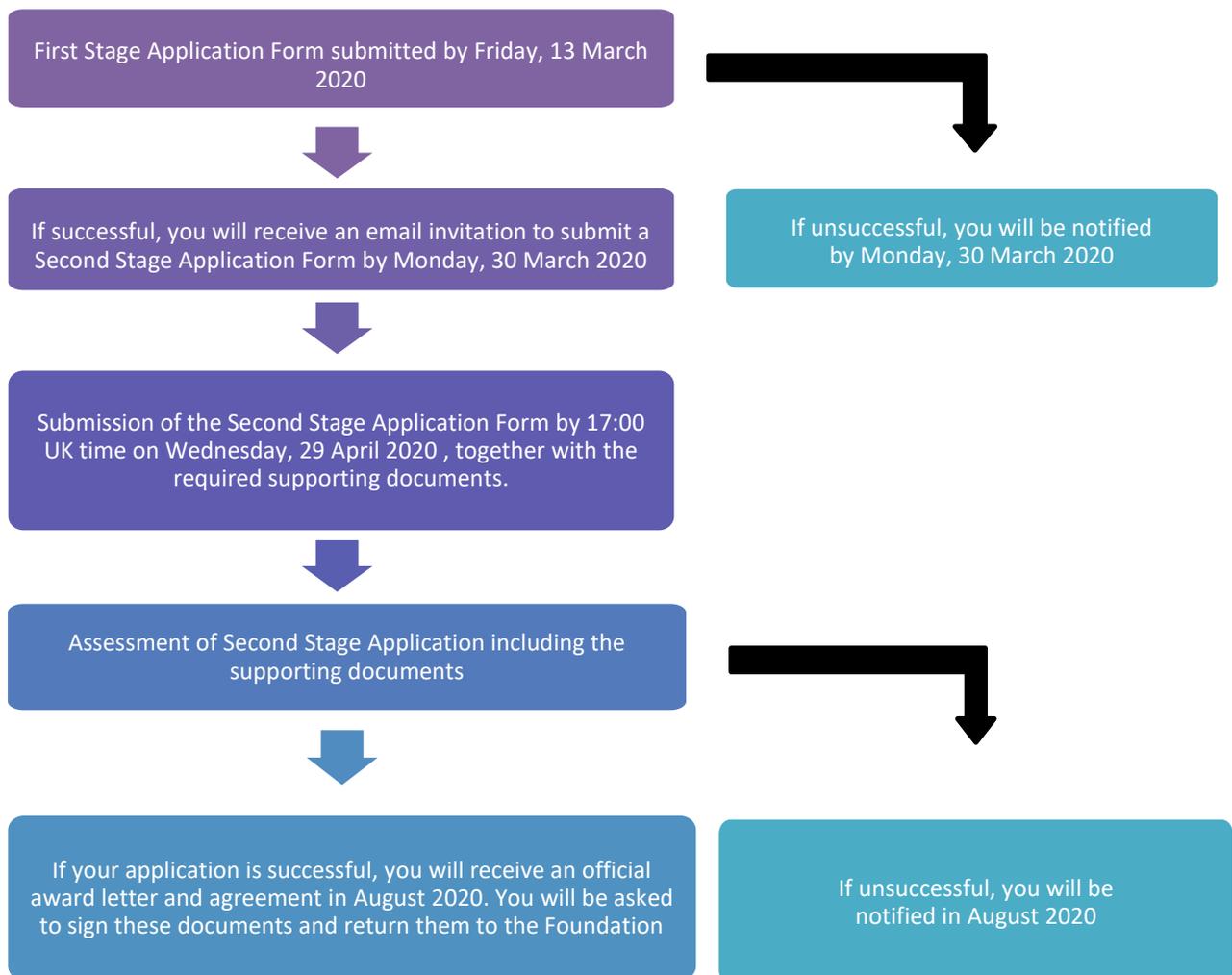
If you would like to have an informal conversation about your project prior to applying, please contact Daniela Greiber at the Rothschild Foundation Hanadiv Europe on [d.greiber@rothschildfoundation.eu](mailto:d.greiber@rothschildfoundation.eu).

## General Data Protection Regulation

RFHE is committed to the principles of data protection including the principle that information is only to be retained for as long as necessary for the purpose concerned. In addition to the information submitted in this form, to process this application RFHE may collect information about your project and organisation that you do not directly provide, whether it is information received from third parties, such as referees, employers and partners, or information RFHE collects about your organisation's activities. The application might be shared with an expert committee and occasionally external referees. If your application is successful, RFHE will keep your personal identifiable information for a reasonable period as part of the process of managing the grant. If your application is not successful, RFHE will retain only your contact details and basic information about the project for future reference in case you approach us again. For more information please read our [privacy policy](#).

## Two stage application process

Please note that applications will be reviewed in two stages.



## Step-by-Step Guidance to Online Submission

**Selection:** Click on Grants in the main menu bar and select Jewish Education



**Review:** In this grant round the grants available in the Jewish Education Grant Programme are in the category Professional Development in Jewish Communities – Enhancing Jewish content.

### Jewish Education



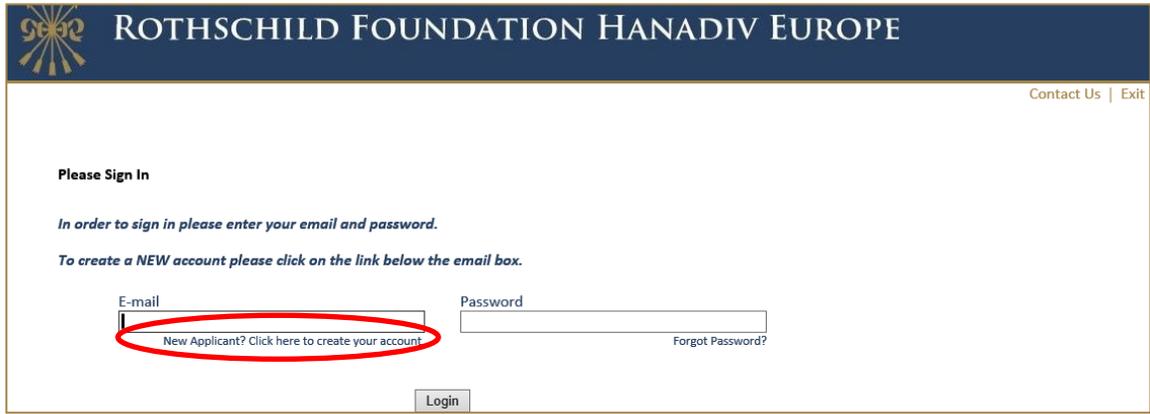
**Apply:** At the bottom of the grant's page, you will see a button marked "apply now."

This grant category is open for applications

Apply now ▶

## Registration / Logging In

1. You will be asked to either log-in or create your new online account. To create a new account, click on the link **New Applicant? Click here to create your account**, then go to step two. If you already have an account move to step three.



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Contact Us | Exit

**Please Sign In**

*In order to sign in please enter your email and password.*

*To create a NEW account please click on the link below the email box.*

E-mail

Password

[New Applicant? Click here to create your account](#) [Forgot Password?](#)

Login

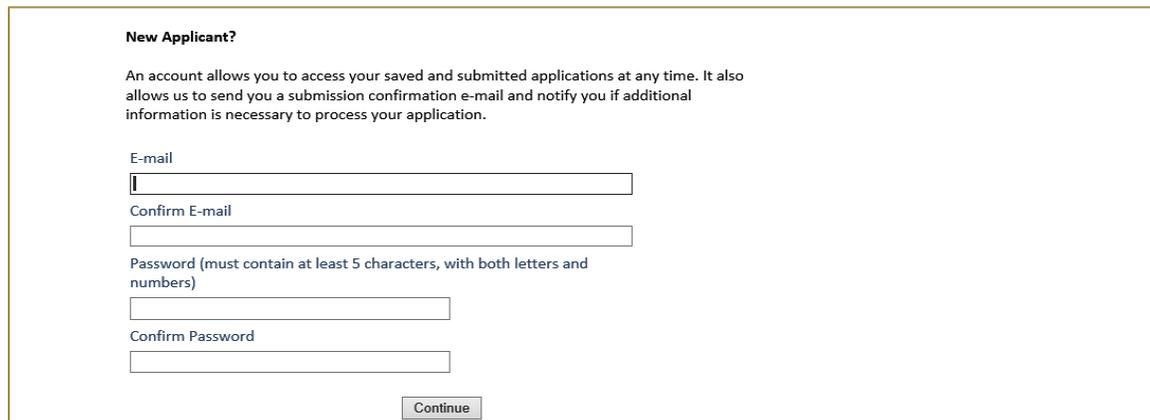
2. If you are registering, you will be asked for your email address and to create a password.

Once registered you will be taken directly to your application where you can begin to complete the application. See guidance further down about 'Saving your Application and Finishing Later'

You will receive a confirmation email that your account has been created. The email contains a link to access your account at any time, so please keep this email safe. This link is also available on the website and below.

**Now you have created your account and started an application, please do not click on the 'Apply Now' link on our website as you will create duplicate application forms in your account.**

Account link: [https://www.GrantRequest.co.uk/SID\\_48?SA=AM](https://www.GrantRequest.co.uk/SID_48?SA=AM)



**New Applicant?**

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

Continue

3. **Logging In:** If you have previously created an account via our online application and reporting system, please enter your account details. If you forgot your password you can reset your password via a link that will be emailed to your registered email address. If you do not receive this email check your junk/spam inbox. Once logged in you will be taken directly to your application where you can begin to complete the application.

**Now you have created an application, please do not click on the 'Apply Now' link on our website as you will create duplicate application forms in your account.**

See guidance further down about 'Saving your Application and Finishing Later'

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Please Sign In

In order to sign in please enter your email and password.

To create a NEW account please click on the link below the email box.

E-mail

New Applicant? Click here to create your account.

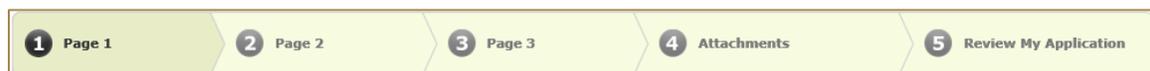
Password

Forgot Password?

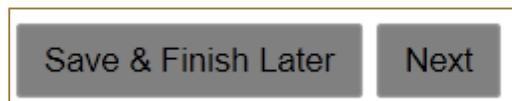
Login

## Filling in Your Application

1. You can navigate through the application form by clicking on the tabs along the top of the page. Question with a red \* are compulsory questions and you will not be able to submit unless they have been completed. You will still be able to go from one tab to the next, but you will not be able to submit until they have been completed.

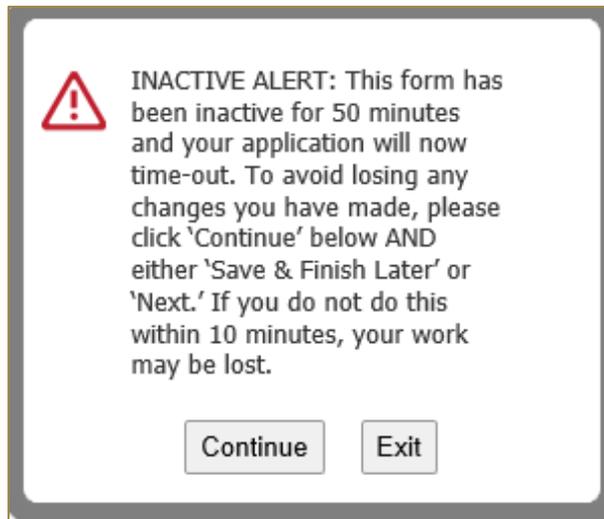


2. You can also move from page to page using the Next button at the bottom of each page



3. **Please note that your application page must remain 'active' when completing the form** – Typing into a text box does not count towards activity. If left inactive for 50 minutes, you will receive the alert below. In order to continue working on the form or to save the changes made so far, you must press the 'continue' button on the alert AND click either 'Save and Finish Later' or click 'Next' to navigate to the next page. Clicking on the above options at any time during your proposal will reset the inactivity timer.

**Clicking on 'Continue' on the alert does not reactivate your form.**



### **Adding Attachments**

1. The budget breakdown table and budget explanation form can be found on the Attachments page. Please note that attachment is marked as 'Required' and must be uploaded before submitting. You will not be able to submit your application until the budget table is uploaded.

**To note:** Please ensure that no special characters or spaces (for example: à, ø, Å, é, ü, ž, \*, ", !, \*) are to appear in the title of the documents you intend to upload. JPG files are not admissible along with files with certain extensions (such as "exe", "com", "vbs", or "bat"). Valid file extensions are provided in the attachments page of your application under each uploadable heading.

2. Where instructed, please download the template provided and save locally to your PC where you can fill-in the required information, save and upload to the matching attachment title.
3. When you have successfully uploaded the document, the document will be visible under **Uploaded Files** in your application. From here you can see the size of your file, the total size of the combined uploaded files, and the available storage for any additional supporting documents that are required.

You can also remove your uploaded document by ticking the small box field next to the document, then clicking Remove.

**Uploaded Files**

Applicant CV in English (maximum 3 pages)	Bank Details form - Country outside EU.doc	06/01/2017	36 KB	<input type="checkbox"/>
Total size of uploaded files			36 KB	
Available			25,564 KB	

Please ensure that your application is accompanied by the following documents as it will not be considered for funding if you fail to include them.

- If you try and upload an invalid file type you will receive the following error message. Please ensure you upload the correct file types.

**Attachments** Printer Friendly Version | E-mail Draft

**⚠ You are trying to upload a file with an unaccepted file type. Please upload a file of one of the following types: DOC, PDF, JPEG, DOCX**

### Saving Your Application & Finishing Later

- If you are part way through your application you can opt to save and Finish later by selecting Save & Finish Later at the bottom of the page.



- You will be directed to your online account where a copy of the application you started will be saved. Access your application form from here to continue filling in your application, do not click on the 'Apply Now' link on the website as this creates duplicate blank application forms in your account.

 **ROTHSCHILD FOUNDATION HANADIV EUROPE**

Account: t.rice@rothschildfoundation.eu | Change E-mail/Password Contact Us | Exit  
 Last Log in: 04/01/2017 11:28 AM GMT00:00

**Applications**

Below you can see your In Progress applications.  
 Use the dropdown box on the Right to look at previously submitted applications in this system.

Click on Requirements above to see any Reports we have asked from you.

Show In Progress Applications ▼

Application Name	Project Title	Requested	ID	Last Updated	Action
<a href="#">AJS Doctoral Fellowship Form</a>			20394	04/01/2017	 
<a href="#">AJS Doctoral Fellowship Form</a>			20393	04/01/2017	 

- You will also receive an email confirming the application has been saved to your account. In this email you will receive the URL needed to access your account. This link will also be available on our website. [https://www.GrantRequest.co.uk/SID\\_48?SA=AM](https://www.GrantRequest.co.uk/SID_48?SA=AM)

4. From your account you can delete or send a copy of your application to yourself or others.

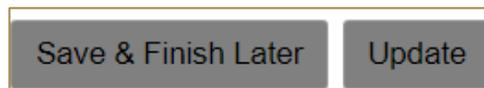
### Review Your Application before submitting

1. The final step is to review your application before submitting. When reviewing your application, you will be advised if any required fields are incomplete, and that all required attachments have been uploaded. If any required fields have not been completed, you will see the message below in red.

 **Please correct the problems indicated below.**

- Name of organisation is a required field.
- Country of organisation is a required field.
- Project title is a required field.

Please complete the required field then click on **Update** at the bottom of the page.



If the error message is in relation to your attachments you will see the message below in red explaining what document is missing. Click on the link '[here](#)' in the error. You will be taken to the attachments section. Upload the missing required document then select **Review and Submit**.

 **There was a problem processing your request.**

- The application cannot be submitted without the following required attachments. Please [click here](#) to return to the Attachments page.
  - Budget costs using template provided

2. Once all fields have been filled in correctly and all required attachments uploaded, you should not receive any error messages at the top of the page when you hit **Review and Submit**.
3. Scroll through and review your responses and if you are happy to submit your application please select **Submit** at the bottom of the page.

**Please note once you have submitted your application the application cannot be changed.**

4. On submission you will be directed to your account where you will see a message stating your form has been submitted. You will also receive email confirmation.

## Applications

**Thank You! Your form has been submitted.**

**Below you can see your In Progress applications.  
Use the dropdown box on the Right to look at previously submitted applications in this system.**

Click on **Requirements** above to see any Reports we have asked from you.

- Your application has now been moved from In Progress Applications to Submitted Applications. You can access a copy of your application by changing the drop-down option from In Progress Application to Submitted Applications. You will also receive a confirmation email that your application has been submitted.



Account: t.rice@rothschildfoundation.eu | Change E-mail/Password  
Last Log in: 04/01/2017 11:28 AM GMT00:00 Contact Us | Exit

**Applications**

Below you can see your In Progress applications.  
Use the dropdown box on the Right to look at previously submitted applications in this system.

Click on **Requirements** above to see any Reports we have asked from you.

Show Submitted Applications ▾

Application Name	Project Title	Requested	ID	Submitted	Action
AJS Doctoral Fellowship Form	thesis title	1,000	20370	20/12/2016	

## Contact us

Please do not hesitate to contact us if you require any further information or advice as you prepare your application.

For the **Jewish Education grant programme**, please contact:  
Ms Daniela Greiber on [d.greiber@rothschildfoundation.eu](mailto:d.greiber@rothschildfoundation.eu)  
Tel: +44 (0) 1296823 063 or +44 (0) 1296 658 778

For any other information including **technical support** please contact [info@rothschildfoundation.eu](mailto:info@rothschildfoundation.eu)