



* Required before final submission

Skills, Knowledge and Tools for Jewish Education Application Form

Please submit by **GMT 17:00, Tuesday 15th September 2020**. Please read the [Notes of Guidance](#) to help you complete the online application. If you need further assistance please contact us via the [Contact Us](#) link at the top of this page.

Please note that your application page must remain 'active' when completing the form. In order to keep the form active and save the text written so far, you can either click 'Next' to navigate to the next page and then return to the previous page or click 'Save and Finish Later' which will take you to your account dashboard. If the application is left inactive for more than 50 minutes, you will receive an alert before you lose any unsaved changes.

Summary Information

* Name of organisation

* Country of organisation

* Countries served by this project. Please note that there are geographical limitations on this category. Refer to the [Notes of Guidance](#)

You can check several countries.

- Belgium
- France
- Germany
- Hungary
- Italy
- Spain
- The Netherlands
- United Kingdom
- Multiple Countries

* Project Title

* Total amount requested from the Foundation. Sum total for all months/years to the nearest pound. [i](#)

The total requested amount must be the same as the total requested amount that appears on the project budget table (available in the Attachments section). Amount in £ sterling (GBP). Do not enter any currency symbols e.g. £, \$, € or full stops.

* Total Project Budget. To the nearest pound. [i](#)

The total project amount must be the same as the total project amount that appears on the project budget table (available in the Attachments section). Amount in £ sterling (GBP). Please include the requested amount above in your calculation. Do not enter and currency symbols e.g. £, \$, € or full stops.

* What is the start date of your proposed project?

Your project should not start before 01 January 2021.

* For how long will you require funding?

(In whole months only; 36 months maximum).

Project Summary

Please describe in no more than 300 words the key elements of your proposal
(It might be easier to complete this section after you have filled the form).

Word count 0 of 300

What are the current professional development opportunities (general professional skills and Jewish learning in particular) available to your educators?

What will your educators know or do differently as a result of this project?

How will COVID-19 impact on the implementation of your project? What measures have you taken to address any potential difficulties?

Proposed projects must include a Professional Development (training) section and an optional Programme implementation (activities) section.

Project Components - Professional Development Section (Training)

Outline the most important components of the proposed professional development programme (up to four). Examples include, but are not limited to a visit by an expert educator to advise your organisation about professional development, a new staff position for a Jewish educator, an annual schedule of Jewish learning themed lectures for professionals from different organisations in the community, a workshop on how to engage participants with Jewish programming online.

For each of the components, describe the goals, the division of tasks between partner organisation(s) (if relevant), target audiences, subjects to be covered, structure of the sessions / workshops/mentorship, total number of hours, frequency of training, profiles of presenters/experts, location of training and timeframe.

Professional Development - Component 1

Professional Development - Component 2

Professional Development - Component 3

Professional Development - Component 4

Programme Implementation Section (Activities)

As a result of the above professional development programme, your application may include a plan of Jewish-content based activities to be delivered to wider audiences in the community.

Please list up to 4 activities that you plan to deliver (see examples on the [Notes of Guidance](#)).

Programme Implementation - Activity 1

Programme Implementation - Activity 2

Programme Implementation - Activity 3

Programme Implementation - Activity 4

Project Staff

Please list the key staff members (paid) who will be working on the proposed project. Please include:

- Name
- Role/responsibilities
- Relevant qualifications
- Total hours per month they work
- Total hours expected to spend on this project each month

Please create a new line for each staff member.

Please tell us about the relevant experience of those leading the project.

Organisation Information

Please list your organisation's main activities:

Maximum 350 words.

Word count 0 of 350

Please describe the organisation(s)' experience in running projects of this kind. Highlight aspects of the training which the organisation (s) have not previously undertaken and what challenges do you need to consider.

Maximum 350 words.

Word count 0 of 350

Please list up to three highlights / main achievements of the organisation(s) in the last 18 months.

Please put each highlight on a new line.

What is the number of paid staff members, board members and volunteers involved in running your organisation?
Please list and number the following full time and part time staff for each following staff type:

- Paid employees
- Board
- Members/trustees
- Volunteers

Please put each staff type on a new line.

How has COVID-19 affected your organisation? What measures have you taken to adapt to the current circumstances?

Monitoring and any other information

How do you plan to monitor and evaluate the two sections of the project? Please be specific about how will you determine whether the project was successful.

Please provide any additional information that is relevant to the project and is not covered elsewhere in the application form.

Maximum 300 words.

Word count 0 of 300

Primary Contact

Title * First Name * Last Name

Position in the organisation * E-mail

Direct Landline Include country code. Mobile Phone Include country code.

Would you like us to register you to RFHE's mailing list to receive occasional emails about grant rounds and other opportunities?
(declining to register will not influence our assessment of the application)

Authorised Signatory (please only complete if different from the primary contact)

Authorised Signatory for signing grant letter and agreement (e.g. Organisation Director; Chair of the Board.)

Title First Name Last Name

Position at Organisation E-mail

Direct Landline Include country code. Mobile Phone Include country code.

Would the authorised signatory like us to register you them RFHE's mailing list to receive occasional emails about grant rounds and other opportunities? (declining to register will not influence our assessment of the application)

Organisation Details

* Address

Please provide number and street name.

* City

* Postal Code

* Landline department phone number

Include country code.

* Year the organisation was established

Website Address

Which best describes the legal status of your organisation? (please state yes or tick one box only)

Note: Proof of charitable status will vary from country to country and according to the type of organisation making the application. In all cases, the activities of the organisation must qualify as charitable within the United Kingdom. For more information please consult the [charity commission website](#).

Is your organisation a Registered Charity?

Tick if yes.

Registered Charity Number

Provide if you selected yes to Registered Charity above.

* Organisation in process of registration

* Public or non profit organisation

Note: If your organisation is awarded a grant, charitable status must be in place within three months of having received notification of the grant, or your grant may be cancelled.

The Foundation appreciates the impact of COVID-19 on the ability of individuals and organisations to carry out their regular work. Recognising these challenges, applicants filling in this application are not required to submit all the supporting documents at this stage. At this stage, please only submit the following:

1. Budget table and budget explanation for the proposed project - download [here](#) (required).

An example of a completed budget form can be downloaded here: [sample](#)

Please save a copy of the document to your PC and upload your completed budget and budget explanation below.

2. CVs of key staff members working on the project (maximum 2 pages for each staff member). This should reflect their experience in undertaking projects such as the one outlined in this application. Please combine all CVs into one document before uploading (required).

3. If appropriate and relevant, please include up to 10 photographs (saved together into one word document or PDF). This could be some examples of the materials to be conserved, an exhibition space to be renovated, rare books to be repaired, an event etc. Please ensure that each photo is no larger than 1MB. Please note that you have a combined application file size allowance of 20Mb.

4. If you are applying for a multi-year grant, please submit the latest organisational strategic plan which includes the larger vision of the organization and how your project fits within that.

5. OPTIONAL: Any additional supporting documentation to support your application.

If your application is successful, payment will be conditional on submitting the following accurate documentation – more details are in the Notes of Guidance.

Official proof of your institution's charitable/non-profit status (required).

Certification from the tax authorities (if applicable).

The most recent available audited accounts or financial statement stamped by the financial authority in your country (required).

If the submitted audited accounts or financial statement are not in English, you are required to submit an English summary of the income and expenditure account and balance sheet.

A one-page update on any other grant you may have currently with the Foundation

Final report(s) for any recently completed grant funded by RFHE (please only include these if you have not yet submitted them to the Foundation)

A baseline report showing if your project needs to make any changes since first submitting an application, and an updated budget.

Further information will be made available.

Any other documentation requested by the Foundation in your grant offer letter.

For English translated documents - Upload your English translation to the corresponding title above, so you may have up to two documents per heading - one for original documentation and one for translated material.

Please note: Please ensure that non-Latin characters or symbols (for example: à, ø, Å, é, ü, ž, *, ", !, *, spacings) appear in the title of the documents you intend to upload and JPG files are not admissible.

Upload

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as "exe", "com", "vbs", or "bat") cannot be uploaded.

Title:

File Name:

Declaration

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](#).

- * I declare that the information supplied in this form is accurate to the best of my knowledge.

Please tick this as your electronic declaration.

- * Our institution/organization is compliant with our country's guidelines regarding the management of COVID-19 and will adapt to changes in policy as appropriate.

Please tick this box.

- * Our institution/organization is compliant with our country's laws regarding safe-guarding policies for vulnerable people, we have written guidelines available for inspection and our staff have had appropriate training.

Please tick this box.

- * I am the Chair, Director or Head (authorised signatory) of the applying organisation, with the authority to accept a grant should one be awarded. If I am not an authorised signatory, then I have their express permission to submit this application and I have consulted with them prior to doing so. Please note that failure to have obtained permission from the authorised signatory prior to submitting an application will result in automatic disqualification from the application process.

Please tick this to confirm that you are either the authorised signatory or that their permission has been granted.

- * I am aware that the personal identifiable information submitted in this application including names, email addresses, phone numbers, business addresses, as well as demographic information will be used by RFHE to process this application.

Please tick this box.

End of application.