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 | 2021

Jewish Education
Grant Programme
Skills, Knowledge
and Tools for Jewish
Education

Deadline for submission: 21 April 2021

Contents

Introduction

Thank you for your interest in applying to the Foundation. If you have applied to the Foundation before, you will be familiar with our two-stage application form. However, due to the impact of COVID-19, we have decided to have only one stage, as this will allow applicants more time to complete the application form. We appreciate the challenges in gathering all the documentation together, therefore, applicants are only required to submit certain documents later on if their application is successful. Please see page 7 for what must be submitted with the application.

If you have not applied to the Foundation before, we strongly recommend that you contact Daniela Greiber at d.greiber@rothschildfoundation.eu to discuss your project before you submit an application.

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 learning of its own 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.

Blended professional development programmes – Travelling for training seminars for volunteers and professional educators in Europe is likely to be limited for many months. Organisations will have to redesign their programmes in blended formats that combine in person and virtual training. Projects addressing this issue are welcome.

Educational Technology training for Jewish educators – An unexpected outcome of the pandemic has been that most communities and educators in Europe have had a crash course on delivering online Jewish education and community engagement programmes. Some communities and educators were relatively successful in making the shift needed in their pedagogical approach to work in this environment, while others found it more challenging. In the long term, we are likely to see more blended (face to face and virtual) learning and engagement. It is clear that just sharing hundreds of resource links isn't effective. We welcome projects to help community educators deploy advanced Ed-Tech tools in curriculum, create content, support and train educators and coordinate peer exchange.

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.

Skills, Knowledge and Tools for Jewish Education

We hope that with the support of this grant, Jewish community organisations will devise and implement high quality professional development training programmes for their staff and volunteers. As a result, participants will develop stronger Jewish fluency[1] expressed in more educational programming with quality Jewish content reflected in an increased usage of Jewish materials and vocabulary in their activities.

Length and Level of Support

Most of our grants in this programme are between £15,000 - £40,000 per year up to three years. In this programme, we usually only fund up to 70% of the project budget. In rare cases, we will fund a more significant proportion of the costs. Please note, requests for 100% of project funding are likely to be rejected.

Proposed Project

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 to new activities aimed at strengthening the Jewish knowledge and delivery skills of the participants.

Proposed projects should focus on the professional development section of the application form and they can also include optional plans for programme implementation.

The programme implementation section of the application form is not compulsory (since it might not be relevant in every case). However, we encourage applications that demonstrate how the skills, knowledge and tools that the participants acquire through professional development engage their audiences in Jewish life and learning in the programme implementation. Your application can include a budget for this follow up programming. If programme implementation does not apply to your project, leave that section blank.

Examples for each section include, but are not limited to, the following:

Professional Development Section (Training):

- A professional development programme addressing skills, knowledge and tools for staff and/or relevant volunteers that includes a strong Jewish learning component (can be in-person, virtual or blended)
- 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 Jewish learning with professionals in other institutions
- Learning trips by staff members seeking to shadow experts based at other European institutions.
- Support to engage a Jewish educator

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[1] 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

OPTIONAL : Programme Implementation Section (Activities)

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

The range of examples listed below offer ideas that may also work in your organization. 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 organization 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 young adult learning course based on 10 Jewish sensibilities
- A programme to enhance Jewish learning experiences at youth 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)

Eligibility Criteria

1. MULTI-COUNTRY: 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. Please note: The Foundation is unable to accept applications from other FSU countries.

2. SINGLE COUNTRY: 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 volunteers in Jewish community and informal educational settings.

4. Eligible costs include additional staff hours for coordination of training programmes, expert lecturers, travel for participants. The Foundation favours proposals that include multiple funding sources, as well as clear evidence of institutional commitment to the initiative in the form of gifts in kind and other forms of financial commitment.

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.

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. Therefore, the starting date of your project should not be earlier than 1st September 2021.

Please do not submit a project that was rejected in the past before consulting with the Grants Programmes Manager.

An invitation to submit an application form is no guarantee of funding.

Simultaneous Applications

If you have an existing grant with the Foundation that ends before July 2021, you may apply for a grant in this round, but your new project must start no earlier than September 2021. A brief update on the current status of your existing grant must be provided with your application.

If you are uncertain about the eligibility of your proposed project or 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.

Sharing Resources

A fundamental principle of the Rothschild Foundation Hanadiv Europe's mission is to increase access to European Jewish heritage and culture. To that end, any Foundation-funded project should enable free access to educational resources resulting from the project. The Foundation expects a collegial and generous attitude towards sharing material with other professionals, organisations and communities.

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.

Timeline

The timing of notification might vary and will be confirmed by your Grants Programmes Manager.

Submission of the single stage Application Form by 17:00 UK time on Wednesday, 21st April 2021.

If your application is successful, you will receive an official award letter and agreement in August 2021. You will be asked to sign these documents and return them to the Foundation

If unsuccessful, you will be notified in August 2021.

Completing the Application Form – additional information

We strongly recommend that you read all of the questions before you fill the application form to avoid repetition.

In the application you will be asked some generic questions about your organisation's budget and staff. In addition, if you are awarded a grant, you will be required to upload supporting documentation. See below.

Please note - questions marked with a * [red asterisk] must be filled in or our system will not be able to accept your application. Other than the questions relevant to a project involving digitisation, all other questions are compulsory – if there is a reason you cannot answer a question, please explain your reasons.

Submitting supporting documentation with the application

Please make sure you have submitted the following with your application. If it is not included, your application cannot be considered.

Please include an English translation of documents not originally written in English. This does not need to be an official translation, but it must be clear and accurate. Documents in a language other than English that are not accompanied by an English translation will not be processed. If financial documents are very long, a translation summarising the main income and expenditure included in your financial statements and organisational budget will be sufficient. This document should be no longer than 10 pages. Please upload your translated document against the same upload title you used for the original document, this means you can potentially have two documents saved under each upload title.

✓ *Budget table and budget explanation for the proposed project (Required)*
An example of a completed budget form can be downloaded from the application form.

✓ *CVs of key staff members working on the project (Required)* (maximum 2 pages for each staff member).

This should reflect their experience in undertaking projects such as the one outlined in this application. Qualifications include professional certificates, diplomas, Bachelor's degrees (BA, BSc), Master's degrees (MA, MSt, MSc, MBA, MPhil), and doctoral degrees (PhD). Please combine all the CVs into one document before uploading it.

✓ ***Proof of Charitable Status (Required)***
Proof of an organisation's 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 www.charitycommission.gov.uk. If your organisation is a publicly funded body, such as a university, research centre or museum, then we will accept a copy of your organisation's statutes as proof of its charitable status.

✓ ***The most recently available audited accounts or financial statement stamped by the financial authority in your country (Required)***
This is a formal record of your organisation's financial activities for either a one- or three-year period. The statement must include a summary of the income and expenditure over a given period. It should have been prepared by a chartered accountant and, if your country requires it, stamped by the relevant government department.

✓ ***Income and Expenditure:***
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.

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

✓ ***Certification from the tax authorities***
If you require a certificate from the tax authorities in order to demonstrate charitable status in your country, please forward a copy of this certificate.

✓ 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).

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

Submitting documentation if you are awarded a grant

If you are awarded a grant, no funds will be released until you submit further necessary documentation.

✓ 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.

Step-by-Step Guidance to Online Submission

Click on the following link provided in the request to submit email.

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.

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

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'

Filling In Your Application

1. You can navigate through the application form by clicking on the tabs along the top of the page. Questions with a red * are compulsory questions and you will not be able to submit unless 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** – 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 'Continue' on the alert does not reactivate your form.

⚠ INACTIVE ALERT: This form has been inactive for 50 minutes and your application will now time-out. To avoid losing any changes you have made, please click 'Continue' below AND either 'Save & Finish Later' or 'Next.' If you do not do this within 10 minutes, your work may be lost.

Continue   Exit
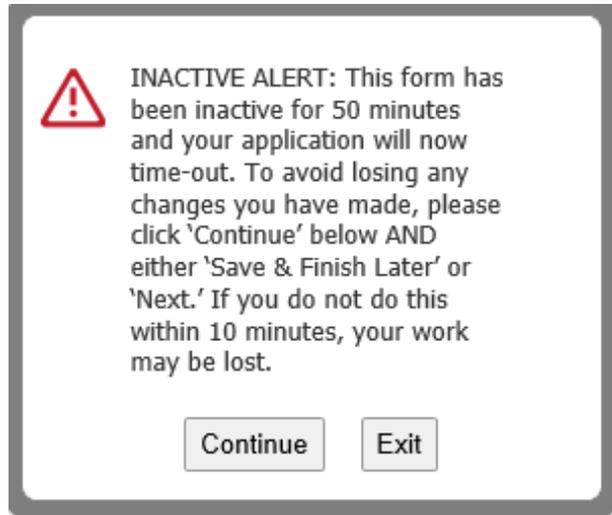
Adding Attachments

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 visibile 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	☐
Total size of uploaded files			36 KB	
Available			25,564 KB	

Remove

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.

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

Saving Your Application & Finishing Later

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

2. You will then be directed to your online account where a copy of the application form will be saved.

3. 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

4. In your account you can also delete applications (for example, in case you have duplicates) or send a copy of your application to others. Once you submit your application, your application will move from In Progress Applications to Submitted Applications in your account.

Review Your Application before submitting

1. The final step is to review your application before submitting. From here you will be advised as to whether any required fields are incomplete and that all the required attachments have been uploaded. If not all requirements have been met you will see the message below.

> ⚠ **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
>
> You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click Submit to forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.

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

If the error message is in relation to attachments you will need to save and close at the bottom of the screen and you will be taken back to your account. Re-open your application, move to the **Attachments** page and upload the missing document. Either Select Save and Finish later or Review and Submit.

2. Once all fields have been filled in correctly you should not receive any error messages at the top of the page.

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. Once you have submitted you will be directed to your account, where you will see a message in your account in red stating your form has been submitted.
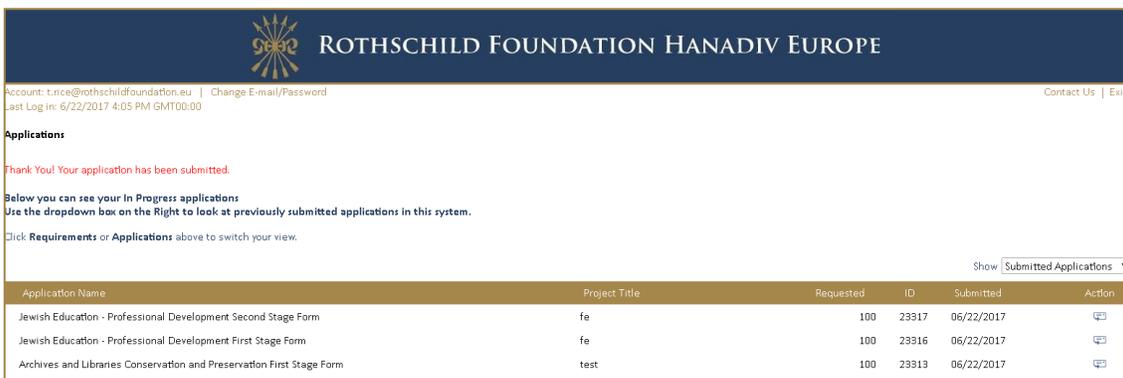

Applications

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.

5. Your application has now been moved from In Progress Applications to Submitted Applications. You can access a copy of your application by changing the option on the right hand side from In Progress Application to Submitted Applications

6.   You will also receive a confirmation email that your application has been submitted

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 grants programme**, please contact:
Ms Daniela Greiber on d.greiber@rothschildfoundation.eu

For general information or technical assistance, please contact info@rothschildfoundation.eu