# Application Guidance

## Academic Jewish Studies Grant Programme:
### *Jewish Language Teaching Fellowships*

## Deadline for submission: Monday 09 January 2023

Support is available for institutions seeking to enhance their Jewish Studies programme by offering additional Jewish language classes.

These teaching posts are intended to offer Jewish Studies students learning opportunities not previously available at their institutions. The language skills they acquire through the newly offered classes should enable further research within the field of Jewish Studies at both undergraduate and postgraduate level.

**Please add the following emails to your contacts/safe senders list to ensure you receive all our communications regarding your application and grant notification:** mailuk@grantapplication.com; mail@grantapplication.com; adobesign@adobesign.com; message@adobe.com

## At a glance:

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| Eligibility criteria | Applying institutions must be:<br><br>• Based in Europe (both EU and non-EU states). **We are not currently accepting applications from Belarus, Russia and Ukraine.**<br>• Institutions of Higher Education that are either public and / or qualify as a charity under UK charity law.<br>• Able to demonstrate that there are significant gaps in the instruction of Jewish languages in their Jewish Studies programme.<br><br>Additionally, the institution must commit to the ongoing funding of the post after the grant ends |
| Maximum award amount | £40,000 per annum |
| Grant period | 3 years |
| Ineligible costs | Institutional overheads |
| Referees | Applicants must supply details for two, external referees able to evaluate their proposal. **Referees must not be affiliated with the institution** |

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| | **applying for the fellowship.** It is the responsibility of the applicant to send their referees the correct reference form (available for download under the referees section of the online application form) and to ensure that references are submitted by the referee deadline. |
| Timeline | Application form and supporting documents submitted by Monday 9 January 2023. |
| | References due by Wednesday 18 January 2023. Ensure you provide a copy of your application form and the reference form to your referees to complete |
| | Assessment of Single Stage Application including the supporting documents and references. |
| | If your application is successful, you will receive an official award letter and agreement via email by mid-May 2023. You will need to e-sign this document and return supporting documentation to the Foundation. |
| | If unsuccessful, you will be notified via email by mid-May 2023. |

## Level and duration of support

Eligible institutions may apply for up to £40,000 per annum for a maximum of three years to expand their course offerings. Please note that local salaries and living costs will be used to determine the amount awarded for these fellowships.

Applicants must demonstrate the university will continue to fund the position after the grant period ends, and preference will be given to applications where the university covers part of the salary of the position during the grant as well.

## Eligibility Criteria

We welcome applications from any organisation or institutions based in Europe, EU and non-EU states alike, except for Ukraine, Russia and Belarus.

The organisation's activities must be deemed charitable under UK charity law. This includes organisations which are either not-for-profit or publicly funded, such as universities. For more information, please consult the UK's **Charity Commission** website and its list of **Charitable Purposes**.

Applying institutions must already have an existing programme, centre and/ or department of Jewish Studies that this new post would complement and enrich. The applicant must demonstrate the need for the proposed Jewish language (i.e. Biblical and Ancient Hebrew, Ladino, Yiddish, etc.) to be taught, and how instruction in this language will serve Jewish Studies students enrolled in the institution.

If a fellowship candidate has been identified already, then the applicant should note his or her qualifications and describe why he or she is best placed to take on the role. The applicant will also be asked to explain whether external students (i.e. those not enrolled at the applying institution) might participate in the new language classes and, if they are able to, how this will be made possible.

## Eligible Topics

All topics within the broad field of Jewish Studies are considered eligible for the Foundation's Jewish Studies grants. The Foundation particularly welcomes applications from those engaged in the study of contemporary Jewish life in Europe from a social science perspective and those whose proposals involve digital humanities research techniques.

In principle, projects only tangentially related to Jewish Studies are unlikely to be successful, nor will projects devoted to an individual or individuals who happen to be Jewish, but whose historical importance is not significantly contingent on that biographical fact. Secondary school education, informal education and documentary films will not be funded within the context of the Academic Jewish Studies grant programme.

For more information on Jewish Studies please read our FAQs.

## Eligible costs

In general, the salary cost for employing a Teaching Fellow as well as additional costs for teaching resources may be applied for within this grant category.

Institutional overheads will not be funded. Institutional overheads include the costs of grant administration, maintaining, heating, and insuring the building in which your department is housed, as well as the taxes your university pays for that building.

If you are uncertain about the eligibility of your proposed project or project costs, please contact Dr Ruchama Johnston-Bloom (R.Johnston-Bloom@rothschildfoundation.eu).

## Required Supporting Documentation

Some applicants are having issues downloading the budget form within the application – please download a copy of the budget form from here.

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

*If your application is approved, you will need to submit further supporting documentation once you receive your Grant Letter and Agreement.*

✓ ***Proof of Charitable Status*** (***Required:***) This 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. 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.

- ✓ ***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.

- ✓ ***Budget table and budget explanation for the proposed project (Required):*** Please use the proforma budget form provided with the application. An example of a completed budget can also be downloaded via the application form.

- ✓ ***CV of the teaching post candidate, if applicable (maximum 5 pages)***

- ✓ ***CVs of key staff people working on the project (maximum 5 pages for each staff member):*** Only the first 5 pages of any CVs totalling more than the 5-page limit will be forwarded to the Academic Advisory Committee for assessment. Please combine all the CVs into one document before uploading it.

- ✓ ***A letter of intent*** from your university indicating its willingness to continue to support the proposed teaching position after RFHE funding has come to a close.

- ✓ ***Strategic Plan:*** If you are applying for a multi-year grant, please submit the latest organisational strategic plan.

- ✓ ***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.

- ✓ ***The operating budget of your organisation for the current fiscal year:*** Please consult your university or departmental finance department to obtain these.

- ✓ ***Project Update/Final Report:*** If you currently receive funding from the Foundation please submit a one-page Project Update of your existing grant. If you have recently finished a grant funded by the Foundation please ensure the Final Report has been submitted before the closing date for the current grant round as this will be assessed alongside your new application.

**Translations:** For documents not originally written in English please include an English translation. 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.

**Financial summaries:** If financial documents are very long, please provide a translation summarising the main income and expenditure included in your financial statements and organisational budget. This document should be no longer than 10 pages.

Please upload your translated/summarised document against the same upload title you use for the original document. This means you may have two documents saved under each upload title.

## Referees

Applicants must supply details for two, external referees able to evaluate their proposal. **Referees must not be affiliated with the institution applying for the fellowship.**

It is the responsibility of the applicant to send their referees the correct reference form and to ensure that references are submitted by the referee deadline. Forms are available to download under the referees section of the online application form or here.

## Application procedure

Applications can only be submitted via our online application process. We do not accept applications by mail or email.

Please use the Apply Now button at the bottom of the grant category page to begin your application.

The first time you log in, you will need to create an account with an email and a password. **Please keep a note of your login information** as you will need it to access your application form on future visits.

Once you have set up your online account you will be taken directly to the application form.

When completing the application form, make sure to switch your web browser language settings to English if necessary.

You can also download a sample of the application form on the relevant category page.

Once you have started your application, please continue editing by logging into your online account via the website. Do not click on the Apply Now button again as this creates duplicate application forms in your account.

## Application timeline and notification

Your application form and supporting documents must be submitted by **Monday 09 January 2023**. References will be due by Wednesday, 18 January 2023 – please ensure you provide a copy of your application form and the reference to your referee to complete.

You should expect notification via email by mid-May 2023 letting you know whether your application has been successful or unsuccessful. If your application is approved, you will receive an official award letter and agreement which you will need to e-sign and return with the necessary supporting

documentation.

Please add the following emails to your contacts/safe senders list to ensure you receive all our communications regarding your application and grant notification: mailuk@grantapplication.com; mail@grantapplication.com; adobesign@adobesign.com; message@adobe.com

## Application queries

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

For queries relating to this grant category please contact: Dr Ruchama Johnston-Bloom (**R.Johnston-Bloom@rothschildfoundation.eu**)

For any other information including **technical support** please contact **info@rothschildfoundation.eu**