



**Kessler Foundation
Community Employment Grant Program (CEG)
Grant Cycle 2009 - Application Guidelines**

New for 2009 – E-Mail Submission Only

**Deadline: November 25, 2008 by 5 p.m.
KFgrantprogram@hhkfdn.org**

Mission

The mission of the Kessler Foundation is to improve the lives of people with physical disabilities by raising, managing and distributing resources to support the Kessler Research Center, to engage in activities to assist people with physical disabilities, and to support the efforts of others who service people with physical disabilities.

Grantmaking Priorities

People with disabilities represent one of the largest minority groups seeking employment in today's marketplace and are a source of talent for employers facing a projected shortage of workers at all skill levels. The purpose of our ***Community Employment Grant Program*** is to increase employment and career advancement for individuals with mobility and/or physical disabilities in New Jersey. We support projects, programs, capacity building, pilot initiatives, and creative solutions that focus on job placement and retention for New Jersey citizens with disabilities. Special priority is given to projects that primarily serve individuals with mobility and/or physical disabilities (65% of project population).

Some areas of interest to the Foundation are:

- Transition to work for youth and adults
- Employment related transportation issues
- Assistive technology
- Vocational training and workplace preparation
- Mentoring
- Work-based learning
- Alternative work solutions, i.e. entrepreneurship, home based employment
- Strategies to support recruitment, hiring, placement and retention

Other related projects or programs may be considered and/or funded at the discretion of the Trustees. Foundation Trustees are specifically interested in knowing how the project will be sustained beyond the grant period if it is an ongoing program, as well as how the grant will be judged effective in order to justify an applicant's grant allocation.

Eligibility

Applicants must be nonprofit organizations that are tax-exempt under 501 (c) (3) of the Internal Revenue Code ***or other IRS code.***

Any organization with an open grant may re-apply if the current grant project is completed by March 31, 2009.

Organizations receiving funds for three consecutive cycles will not be eligible to apply.

The Foundation will not fund projects that discriminate in hiring staff or providing services based on race, gender, religion, marital status, sexual orientation, age, national origin or disability.

Application Process

A grant application and other required documentation must be submitted according to Foundation guidelines. **For 2009, Kessler will accept all proposals by e-mail at KFgrantprogram@hhkfdn.org.** All submissions are acknowledged.

Grant Limitations

The Community Employment Grant Program does not support the following:

- Grants to individuals
- Grants to underwrite fundraising events, such as benefits, dinners, or theater events, ticket purchases, advertising
- Endowment campaigns
- Scholarship funds
- Deficit reduction or loans
- Non-domestic (international) causes

How to Apply

If you believe your agency fits within the above guidelines, we invite you to submit a grant request. *CEG Instructions and Format Guidelines* are also available on our website, www.hhkfdn.org, by e-mail at ekatz@hhkfdn.org, or by calling Elaine Katz, Vice President of Grant Programs and Special Initiatives at (973) 324-8367.

Thank you for your interest in the *Community Employment Grant Program* at the Kessler Foundation.



Kessler Foundation - Employment Grant Program - 2008 Application Format Instructions

E-mail Deadline: Postmarked by 5:00 p.m. November 25, 2008
KFgrantprogram@hhkfdn.org

The proposal should be typed on 8 ½ x 11 paper, single-spaced, with a font size not smaller than 12 point and margins at least one inch around each page. Proposal may be single spaced, with double spacing between paragraphs. **Please number each page.**

Proposal Narrative

The proposal narrative should be no more than 8 pages (excluding the cover sheet, proposal summary, budget, evaluation, and program development form). It should include the following sections presented in the order requested.

Section I

1. Cover Sheet - (one page)

See attached format

2. Proposal Summary- (one-half page / separate sheet of paper)

Briefly explain your project, why your organization is requesting this grant, what outcomes you hope to achieve, how funds will be spent and total dollar amount requested.

3. Organizational Description (1 page maximum)

- History of organization, stated mission and goal
- The need or problem that your organization works to address, population served, geographic location, age, and disability
- Highlight relevant accomplishments of your organization

4. Funding Request

Define the Problem

- Briefly state the problem that exists and why it is important to address
- Identify the community and target population(s) served by your project
- If statistics are included, please use state, county or other local statistics as it applies to your problem statement. (This is not a requirement)

Outline the Project

- Describe the project, including anticipated length of time
- Explain the relationship between the problem and project, and why this approach is important to the community/region and target population
- Indicate what constitutes success and how you will measure it

- Describe activities and possible limiting factors that may affect project progress and anticipated results
- Describe the administrative structure that will support the proposed project, including proposed staffing pattern for the project, and names and titles of individuals who will direct the project
- Describe key relationships/collaborative partners with other agencies or institutions on this project, if any
- Provide project staff biographical sketches or resumes if known and job descriptions for any positions that will be funded under the grant

Applications for General Operating/Capacity Building Support

- Describe how grant funds will be used and provide justification for your request
- If requesting funds for capital improvements, please submit written estimates for work
- Explain the relationship of the following to your operation:
 - o Overall revenue plan and funding diversification
 - o Current and future fundraising plan
 - o Other funders contributing to general operating/capacity building support

Program Development Plan Form

- Complete **Program Development Plan Form** and submit with your application

Note: This form will be used as a progress indicator, and is required to be updated and submitted with a final report for any Community Employment Grants funded by the Foundation.

Sustainability

Provide a description of how the project will have impact beyond the grant period and plans for continuing project funding (if appropriate).

Dissemination

Describe your plan for publicizing, publishing or promoting information about this project.

Evaluation - (Separate sheet / 1 / 2 page)

- Please explain the effectiveness and impact of your project (or funding through general operating support) and describe your criteria for a successful program, the results you expect to achieve by the end of the project and how these will be reported
- Evaluation plan should also contain the following information:
 - o Purpose of evaluation and how will it be used
 - o What questions the evaluation will answer
 - o Clearly state what will be measured, using numbers/percentages as appropriate
 - o Sources of information you will use for evaluation

- o The data collection method used, e.g. survey, interview, observation, case study, other method
- o How information will be interpreted and by whom
- o How will the evaluation information be communicated, shared and used

Please Note: External evaluation for grants is preferred by the Foundation, but not a grant requirement.

Section II - Financial and other Required Documentation

1. A detailed line-item budget for the project requested; showing all projected/confirmed sources and amounts of funding toward the project for the proposed grant period.
2. Most recent institutional operating budget based on your fiscal year, showing income and revenue. If you are an institution of higher education or other large institution, you may submit a departmental budget.
3. Most recent audited financial statement.
4. List of board of directors or trustees and their affiliations.
5. A list of advisory board members or trustees, if applicable.
6. Letter of participation agreement from any collaborator necessary for your project, for example, the local DURS office. This letter must state that the agency agrees to participate in your project should you be funded.
7. **A copy of your federal tax-exempt determination letter is required only if you have never been funded by Kessler or there is a change in tax-exempt status.**
8. It is preferable that online information or websites be cited to provide most recent annual report or other materials summarizing your program(s). If that is not available, an annual report may be submitted by mail. Please do not send any audio-visual materials.

New E-Mail Grant Submission for 2009

All grants must be submitted by e-mail to the Kessler Foundation at: KFgrantprogram@hhkfdn.org

We require the grant proposal, program development form, and cover sheet submitted as a **word document**. All other documentation materials may be submitted in "pdf" format or by mail for financial documentation that is not available in a "pdf" format.

DO NOT MAIL YOUR GRANT PROPOSAL TO THE FOUNDATION

All applications must be sent by 5 p.m., November 25, 2008 to KFgrantprogram@hhkfdn.org and will be acknowledged. If you do not receive a receipt confirmation within 5 days of submission, please e-mail the foundation at KFgrantprogram@hhkfdn.org.

For more information please contact:

Elaine E. Katz
 Vice President of Grant Programs and Special Initiatives
 Kessler Foundation
 300 Executive Drive, Suite 150
 West Orange, NJ 07052

973-324-8367 Tel / 973-324-8373 Fax
ekatz@hhkfdn.org

Kessler Foundation – Employment Grant Program
Summary Cover Sheet
(Form may be reproduced in exact format on your computer)

Organization Information

Legal name of organization applying for grant: _____

Address of organization: _____

City: _____ State: _____ Zip: _____

Telephone number: _____ Fax: _____ E-mail: _____

CEO/Executive Director _____ Title: _____

Telephone: _____ E-mail: _____

Grant contact person and title (if different): _____

Telephone: _____ E-mail: _____ Title: _____

Is this your first grant request to the Kessler Foundation? Yes ____ No ____

If no, please check one: Date Last Applied: _____ Funded? ☐ Yes ☐ No

Amount: _____

Total organizational budget (for current year): _____

How many staff does your organization have: Paid full-time: _____ Paid part-time: _____ Volunteers: _____

Project Information

Project Title: _____

Total amount requested: _____ Dates covered by project budget: _____

Check one: _____ Project Support _____ General Support

Total project budget: _____

Project Description : (One sentence) _____ (Main purpose of program/project, e.g. To increase...)