



The Jewish community's response to extreme poverty

Platinum House, Gabriel Mews, London, NW2 2GD EMAIL: info@tzedek.org.uk TEL: 020 3603 8120

Grant Application and Funding Procedure

Tzedek has an Overseas Projects Team made up of around 10 committed volunteers. Together they receive letters of inquiry, applications and make the decisions as to who to fund.

Step 1: Submitting a Letter of Inquiry

Please read the Criteria document and ensure you met them before applying. To apply you must use the Letter of Inquiry form which asks for project and organisational information. Complete every section and do not expand the detail section to be more than three pages long.

Please note we will fund up to the equivalent of £5,000. Organisations that have had no previous international funding may apply for a maximum of £1,500 for their first application.

Send your completed Letter of Inquiry form to projects@tzedek.org.uk. If you cannot access email please send a printed copy to Overseas Grants, Platinum House, Gabriel Mews, London, NW2 2GD, United Kingdom. Your application will be dealt with quickly if we have electronic copies. We will respond within one month of the meeting that reviews Letters of Inquiry (usually February, June and September) to invite projects to make a full application. We may be able to give feedback at this stage.

Step 2: Application form

Only requested Applications will be considered. The purpose of this stage is for you to tell us in detail about your project and how Tzedek can support you.

If your letter of inquiry is successful we will send you an application form. We will assign a member of the Overseas Projects Team to guide you through the process. Your contact person will liaise with you and give you advice on filling in and submitting the application form. The time from submitting an application form to hearing a final decision is normally about three months.

Step 3: Decision Process

The Overseas Projects Team reviews funding applications usually four times a year - in April, July, October and January.

We will probably come back to the applicant with some final questions before making recommendations are made. In the unusual situation that a large number of clarifications are required the application may have to be considered again at a subsequent application review meeting.

We will contact you within 6 weeks of the application review meetings to tell you whether your application has been successful or not. If your application is successful, we will make arrangements to transfer funds to your project. If your application is not successful, we will give you feedback and explain why. You will be free to reapply. 2



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Step 4: Reporting

Throughout the life of the grant we will want to know that the project is running smoothly and about any issues. We hope this will help you deliver your goals more effectively.

We will ask you to complete a baseline study at the beginning of the project and then a Project Report Form every six months, and again at the end of the project. The reporting will be against the specific goals you are seeking to achieve, and subsequent fund release is dependent upon receipt of Report Forms.