



176 West State Street, Trenton, NJ 08608  
Phone 609-421-0206 Fax 609-421-2006  
Email: [office@njfoundationforaging.org](mailto:office@njfoundationforaging.org)  
[www.njfoundationforaging.org](http://www.njfoundationforaging.org)

## **About the New Jersey Foundation for Aging**

The mission of the New Jersey Foundation for Aging works to improve and expand new and innovative approaches to the delivery of services that enable older adults to live in the community with independence and dignity through grantmaking and increasing society's awareness to influence public policy.

The New Jersey Foundation for Aging was founded in 1998 to improve the quality of life of New Jersey's older residents. This is achieved through four objectives:

- ◆ To support the creation and enhancement of innovative services in New Jersey through fundraising, grantmaking and convening public-private partnerships.
- ◆ To conduct public policy forums and research around issues relating to aging and educate key stakeholders and decision makers on recommendations for change.
- ◆ To educate professionals throughout the state on the latest issues and best practices in providing services and engaging older persons.
- ◆ To enhance public awareness of aging issues and ways to age well in New Jersey.

This commitment supports the older persons of today and envisions ways to assist and engage the baby boomers that are tomorrow's seniors.

The Foundation is a nongovernmental 501.c.3 nonprofit that derives its support for programs and operations from single donors, public and private foundations and corporate support. Financial contributions from all levels are highly valued.

## **The Community Grant Program**

The Community Grant Program began in the year 2000 and over its history has provided 32 grants to programs throughout the state of New Jersey. Non-profit organizations in local communities are invited to participate in the grant application process which is an open, competitive process.

The Community Grant Program provides support to programs which are considered innovative in meeting the needs of older persons or inspiring older person in local communities. *Innovation is defined as a new program or new growth of an existing program.* Examples may include a new service

designed to address an existing issue, a new model of delivering services, or a new intervention for a newly identified problem. Here the definition is broad as innovation in one community of New Jersey may differ from another community.

A challenge match is required and described in the outline for proposal located below. The match is intended to encourage applicants to connect with the public and private sectors of local communities and to encourage sustainability of funded initiatives. Letters of commitment of challenge funding or of intent to fund are requested.

Applicants are asked to obtain a letter of support from the Executive Director of the county Area Agency on Aging. This will help to inform the aging network about the project and will also help the applicant become aware of services in their community.

### **Priorities for Grant Program**

The funding priorities of the Foundation include the provision of new and innovative approaches to basic services for home and community based care or new approaches to engaging older persons in the community. It is suggested that applications in 2009 reflect **basic needs**, including food, shelter, transportation and health care.

More important than any one isolated service, however, is the interplay and integration of the services in an effective combination to keep older adults as independent as possible and integrated in our communities for as long as possible. The latter affects the quality of life issues for individuals of all ages living in the community.

### **Application Process**

Priority will be given to programs that address **basic needs** through services, delivery, access and /or approach.

- 1) Please submit a Letter of Intent by July 30, 2009.  
Letter of Intent, LOI, postmarked or delivered via mail or email by July 30, 2009.  
Electronic submissions are encouraged.

Submissions should be emailed to:  
[office@nifoundationforaging.org](mailto:office@nifoundationforaging.org) or mailed to NJFA, 176 West State Street, Trenton, NJ 08608

- 2) Invitations for full proposals will be sent by August 27, 2009.

Full proposals must be submitted by October 15, 2009.  
Submission by postmarked or delivered via mail or email by October 15, 2009. Electronic submissions are encouraged.

Submissions may be emailed to: [office@nifoundationforaging.org](mailto:office@nifoundationforaging.org) or mailed to NJFA, 176 West State Street, Trenton, NJ 08608

The Full Application is only submitted after the LOI process and by invitation only. The application consists of the following:

- 1) A completed **Grantee RFP cover sheet (which is provided in the guidelines)**. Information requested on the form includes:
  - organization's name, mailing address, email, phone, fax and contact person for your organization
  - NJ Charities Registration number and 501.c.3 IRS Number
  - a 200 word abstract describing the use of the requested funds
  - the potential sources of Challenge Funds that you will be seeking.
  
- 2) **Grant Narrative** – The grant narrative should address each of the following areas. The narrative is to be **no longer than 5 pages in length**.
  - a) a brief history of your agency, its primary mission and major programs
  - b) the problem or need to be addressed
  - c) description of the geographic area of the program, the people that will be served by the project and the number of expected participants. It is important to clearly articulate the programmatic elements that make your program stand out as innovative
  - d) the goals, objectives and timetable of the project. *A separate Timetable may be attached and not included in the 5 pages. **Please use attached chart (page 7) to outline goals, objectives and outcomes.***
  - e) describe affiliations and collaborative relations with other organizations that serve older adults in your area
  - f) identify methods for measuring the effectiveness/outcomes of your project
  - g) describe how the program will be sustained beyond the term of this grant.
  
- 3) **Project Budget and Sources of Challenge Funding**- Applicants are asked to provide an income and expense budget for the proposed project.

Income categories include the amount requested from the New Jersey Foundation for Aging, the cash resources used to fulfill the match or challenge funding and any in-kind resources. **In-kind resources cannot be used for the required challenge funding.**

A challenge match is required to encourage new philanthropic sources and commitments of **new dollars** and this support should not represent funds diverted from a previous program.

Expense categories include: Personnel (salaries and fringe expenses), Consultant and Contracted Services, Equipment, Office Supplies, Office Expenses, Other Supplies, Education, Travel, Refreshments, Nutrition, Volunteer Recruitment, Outreach and Marketing, Training, Utilities, Evaluation and Other. **No Indirect Expenses are allowable.**

- 4) **List of key personnel** involved in the provision or supervision of project services. Please include name, title, contact information and a brief 200 word biographical statement. **Please do not attach a lengthy resume.**
  
- 5) Provide one copy of the organization's most recent **IRS Determination Letter**. Applicants should not send the IRS 990 or audit statements.

- 6) **Letters of support** are required from providers of Challenge Match funding, or potential organizations providing Challenge Match funding.

**Grant Award and Review Criteria:**

The minimum allowable grant request is \$10,000 and the maximum that will be considered for the RPF is \$40,000.

Prior Grantees are invited to submit an application for the 2009 cycle.

The following items will be reviewed in each proposal for funding:

- Description of the prospective sources for the Challenge Match that includes one dollar from local sources for every two dollars requested from the New Jersey Foundation for Aging. The Challenge Match must be a new source of funds for this purpose. These funds should not be diverted from another program.
- **Innovation in the delivery of basic services to meet the needs of older persons or which inspire older persons in their communities**
- Organizations that exemplify innovation by demonstrating a new approach to providing needed services while cultivating autonomy for the older person receiving the service
- Priority will be given to programs that demonstrate originality, inventiveness and creativity in the delivery of services, access or approach
- Demonstration of a clear need not presently met through the current service network
- Specific and measurable outcomes in the first year of implementation
- A replicable model for other areas of NJ
- A positive and supportive environment for staff fostering high morale, skills and capabilities
- A non-profit 501.c.3 or governmental agency
- A history of service in the community and working knowledge of the county-based services for older adults
- Sustainability plan beyond the grant period.

The Foundation's Grant Program will not support lobbying or activity of a political nature, nor will it fund individual scholarship activities at this time. NJFA will not fund projects or services that have previously received their sole source of funding from any municipality, county, state or federal funds. This also excludes any services previously solely funded by NJ Casino Revenue Funds or Social Service Block Grant funds (SSBG).

The letter of support from the Executive Director of the County Area Agency on Aging must be included with the other letters of support in the application.

Service delivery may be at a community site or in the home.

Activities must fit into the funding priorities established by the Foundation.

### **NJFA Grant Making Policy**

The Foundation's Board of Trustees with the assistance of staff, Senior Executive Council Members and others it may deem to consult, will oversee the grant making process. The grant application process requires proposal submission by specified deadline. Grant period is usually 12 months; however, funds may be expended over a 12-18 month period in order to allow for a start-up period, if necessary.

Other Foundation awards or disbursements may be made throughout the year as appropriate.

NJFA awards for charitable purposes will be to non-profit organizations having a 501.c.3 designation or governmental agencies. Agencies must serve residents of New Jersey without discrimination based on race, religion, gender, age, national origin, or sexual orientation.

There is no appeal process at any stage of the application or the award process; decisions by the Board are final.

### **Timetable:**

Submission: Letter of Intent, LOI, postmarked or delivered via mail or email by July 30, 2009.

Electronic submissions are encouraged. Submissions should be emailed to: [office@njfoundationforaging.org](mailto:office@njfoundationforaging.org) or mailed to NJFA, 176 West State Street, Trenton, NJ 08608

Requests, in response to the submitted LOIs, will be distributed by August 27, 2009.

Full proposals must be submitted by October 15<sup>th</sup>. **Only those that have been invited through the LOI process will be accepted.**

The RFP announcement will be released in June of 2009. Grant RFPs are available at [www.njfoundationforaging.org](http://www.njfoundationforaging.org) For questions, please call: 609-421-0206

### **Evaluation and Monitoring:**

- NJFA reserves the right to make a site visit during the review process.
- Upon making an award, grantee site visits will be arranged at the convenience of the grantee and NJFA.
- Grantees will be asked to complete a mid-year report and a final report; as well as to, provide periodic updates.

## New Jersey Foundation For Aging RFP Cover Sheet

**Date:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**Contact Person (name/title):** \_\_\_\_\_

**Contact Information:** Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**NJ Charities Registration #:** \_\_\_\_\_ **IRS Tax #:** \_\_\_\_\_

### Project Title and Description (limit 200 words):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Duration of Project:** \_\_\_\_\_ months

**Grant Amt. Requested:\*** \_\_\_\_\_

<b><u>Complete only the shaded boxes for application</u></b>	<b>Proposed</b>	<b>Mid Yr. 1</b>	<b>End Yr. 1</b>	<b>Mid Yr. 2</b>	<b>Final</b>
		20____	20____	20____	20____
Number of Seniors Served	_____				
Number of Volunteers					
• School age	_____				
• Adult	_____				
Number of hours or units of service to seniors or their caregivers	_____				
NJFA Funds Requested*	\$ _____				
<b>CHALLENGE FUNDING**</b>	<b>source</b>			<b>Cash</b>	

**Signature of Agency Representative/Project Director** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*The maximum request that will be considered is \$40,000 from NJFA that may be spent over a 12-18 month period\*.  
 \*\* A challenge funding of 50 % cash is required and its sources must be identified on this form.*

<b>Goals:</b> List project goals	<b>Objectives:</b> List objectives that relate to goal, should be measurable and specific	<b>Expected Outcomes:</b> Indicate what the project will do for the aging population through this goal.

Please use an extra sheet if necessary