

## WHAT IS A MICRO GRANT?

Through a generous grant provided by The Marcus Foundation, Atlanta Birthright Israel subsidizes programs and experiences that provide opportunities for alumni, potential participants, and their peers to connect to Jewish life.

### **WHO?**

Atlanta-based Birthright alumni under the age of 40

### **WHAT?**

Subsidized programs and events that are Jewish in nature; think Shabbat dinners, Birthright Israel bus reunions, or participation in MJCCA sports leagues

### **HOW?**

Submit an application, receive approval from Federation professional, and then receive reimbursement check post event

## Birthright Israel Micro Grant...

**CAN** be used to cover food, beverages, decorations, space rental and a variety of other event/program expenses at the discretion of Federation professionals

**CAN** be used to cover alcohol; up to 20% of the total subsidy

**CANNOT** be used to cover admission for other events or programs, travel or transportation expenses (i.e. mileage, parking, etc.), cleaning supplies, and a variety of other event/program expenses at the discretion of Federation professionals

**CANNOT** conflict with other Jewish events or programs for the same demographic being held by Federation or any of our Jewish community partners

**"Closed Programs"** or those that are invite only, are eligible for a \$300 maximum reimbursement.

\$300

**"Open Programs"** or those publicly advertised and open to all young adults, are eligible for a \$500 maximum reimbursement.

\$500

**"Recruitment Events"** or those that encourage eligible participants to travel to Israel, are eligible for a \$500 maximum reimbursement.

\$500

**"Bus Reunions"** or those only open to participants from an Atlanta-based bus, are eligible for a \$1000 maximum reimbursement.

\$1000

1

Submit a Micro Grant application with your estimated budget and program concept, two weeks before your program

2

Receive approval from Federation and proceed with hosting your event; take attendance and capture the event/program in at least 3 photos

3

Submit all post event documentation to Federation professional within 5 business days of the program

4

Reimbursement check arrives to your address approximately 20 days after all post event documentation is approved.

## Before your program, you will need...

- To download and review **Micro Grant Starter Kit**
- A completed **Estimated Budget Worksheet**, detailing the estimated costs for the program
- A blank **Attendee Contact Sign-in Form**, to collect the names, contact information, birth date, and Birthright Israel alumni status of attendees
- A digital submission of the **Pre- Event Application**
- Approval for reimbursement from Federation professional
- To download **W-9 Tax Form** for reimbursement

## After your program, you will need...

- A completed **Actual Budget Worksheet**, detailing the actual costs incurred for the program
- Receipts** for all incurred expenses
- An **Attendee Contact Sign-in Form**, listing the names, contact information, birth date, and Birthright Israel alumni status for each attendee
- At least 3 group **photos** showcasing who attended and where
- A completed **W-9 Tax Form** (if this your first time hosting)

Include all listed items in your digital submission of the **Post Event Reimbursement Form**







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# WELCOME!

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	NO.	FULL NAME	EMAIL	PHONE	DOB	NEIGHBORHOOD	BIRTHRIGHT ALUM?
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
	9						
	10						
	11						
	12						
	13						
	14						
	15						

PROGRAM NAME

TIME

EVENT DATE

LOCATION

NOTE: PICTURES MAY BE SUBMITTED FOR PROMOTIONAL PURPOSES FOR ATLANTA BIRTHRIGHT ISRAEL AND THE JEWISH FEDERATION OF GREATER ATLANTA

NO.	FULL NAME	EMAIL	PHONE	DOB	NEIGHBORHOOD	BIRTHRIGHT ALUM?
16						
17						
18						
19						
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