



Post-Program Overview

Please complete this form or feel free to send in your own program evaluation. If handwritten, please write legibly. Please include the number of participants, program feedback, and any other information you think we will find helpful. If the funded program consists of multiple separate segments, grantees may complete a program survey and submit receipts at the conclusion of each section.

Questions? Please contact Ellen Gerecht, Executive Director, at ellen@ncejudaism.org or call **301-802-4254**.

WHAT TO SEND:

- **Receipts**
- **Expense Report Form** or equivalent
- **Program Survey**
- Submit your completed form via email to: info@ncejudaism.org. Or, mail it to:
NCEJ, Attn: Ellen Gerecht, PO Box 125, Kensington, MD 20895-0125

WE ENCOURAGE GRANTEES TO INCLUDE:

- Photos, videos and other shareable media — Any information you submit may be used by NCEJ for a future blog or featured on our website.
- Marketing examples — please send samples of print or online ads that you've used to bring in participants to your programs such as social media ads, flyers or postcards. We may add them to our marketing gallery.
- Program resources, such as handouts and curriculum.

REIMBURSEMENT NOTES TO REMEMBER:

- We reimburse only after a program is completed and receipts have been submitted. (For multi-session programs we will reimburse a maximum of two times, so please batch your receipts.)
- We only reimburse for eligible expenses.
- We do not cover the entire cost of a program.
- We must have proof of payment before we can reimburse for expenses.
- It may take up to a month before you receive reimbursement.

Interested in Applying Again? Check Out Our New Program Pages for Ideas

Our [program profile pages](http://www.ncejudaism.org/program-resources/) (www.ncejudaism.org/program-resources/) are chock-full of examples of recently funded projects, ranging from Judaism 101 classes to holiday workshops for interfaith families. Get programming ideas and helpful hints to help you run a successful program in your community.

Have an idea but not sure if it meets our criteria? Try our [proposal form](#), or contact us and we will be happy to answer any questions you may have. See page 4 for additional information.



DATE CONTACT NAME

ORGANIZATION NAME

MAILING ADDRESS

CITY STATE ZIP

PHONE NUMBER EMAIL

Program Information ----- If you need additional space, please use Page 4

TITLE OF PROGRAM

PROGRAM LENGTH DATE(S) HELD PROGRAM CHARGE (IF ANY)

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE PROGRAM

HOW MUCH ARE YOU REQUESTING FOR REIMBURSEMENT?



Please answer the following questions and attach any other information that you think we will find helpful.

Advertising

If you need additional space, please use Page 4

HOW WAS THE PROGRAM ADVERTISED?

WHAT SEEMED TO WORK BEST?

Participant Comments

PLEASE INCLUDE ANY PARTICIPANT COMMENTS ABOUT THE PROGRAM HERE:

NUMBER OF PARTICIPANTS: _____

Program Evaluation

WHAT DID AN NCEJ GRANT ENABLE YOU TO DO?



Please answer the following questions and attach any other information that you think we will find helpful.

Program Evaluation

If you need additional space, please use Page 4

DID THE PROGRAM MEET YOUR EXPECTATIONS?:

☐

YES

☐

NO

WHAT WOULD YOU DO DIFFERENTLY?

WHAT DID YOU LIKE?

Please include any tips you have that others would find useful such as effective strategies or lessons learned.

ARE YOU PLANNING ANY KIND OF FOLLOW-UP? IF SO, WHAT?



Optional: feel free to use this space to add additional detail, or continue answers from the previous page.

Thinking of Applying Again?

HERE ARE SOME ITEMS TO KEEP IN MIND:

- All programs must meet the mission of NCEJ—welcoming new people to Judaism.
- NCEJ places a priority on marketing, to widen the audience for programs.
- Our [program pages](http://www.ncejudaism.org/program-resources/) (www.ncejudaism.org/program-resources/) feature detailed descriptions of the type of programs we fund.
- Applications are accepted anytime.
- Grantees may receive more than one grant per year.
- Questions? Please visit our website at: <https://www.ncejudaism.org> or contact Ellen Gerecht, Executive Director, at ellen@ncejudaism.org or call **301-802-4254**.