



GRANTS POLICY AND GUIDELINES GENESIS (UNRESTRICTED) FUND

I. INTRODUCTION

The Unrestricted Endowment funds are the means whereby the Richmond Jewish community maintains its ability to respond to emergencies and provides for its future by promoting necessary, creative and innovative solutions to present and future needs. Annually during the budget process, the Richmond Jewish Foundation (Foundation), through its Investment Review Committee, will determine a Spending Policy, the application of which will determine the size of the Grants Pool for the ensuing fiscal year. Any balance not granted during any fiscal year will be carried over to the subsequent fiscal year's Grants Pool. The Foundation's Grants Committee shall have the responsibility to review and recommend Grants for approval or denial with final approval of the Committee's recommendations by the Foundation's Board of Directors.

Grants shall be consistent with the general purposes of the Foundation as set forth in the Articles of Incorporation and the Bylaws of the Foundation.

II. PURPOSES

Grants from the Unrestricted Endowment Fund shall be used for the following purposes:

- A. To fund demonstration, experimental or research projects of importance to the Jewish and general community.
- B. To provide "seed money" for start-up costs, initial funding and/or up to 3 years of funds for new or innovative projects, scholarship/financial aid or training opportunities, and one-time special projects. The focus will be primarily on the social, welfare, health, education, community relations, and cultural fields within the Richmond Jewish and general community, or otherwise of priority to the Richmond Jewish community.
- C. To respond to local, national and international emergency or humanitarian needs.

III. RESTRICTIONS

- A. Grants are generally not available for operating purposes or additions to other endowment funds.
- B. All Grants must be consistent with the purposes of the Foundation, must not be prohibited by any limitation on the ability of the Foundation to disburse funds and must comply with any restrictions or limitations which are or may be adopted by the Board of Directors of the Foundation. The requesting Grantee must demonstrate its funding expectations, capabilities and intentions for the continuity of programs/initiatives that are proposed to exist beyond the period(s) approved through this Grants process.

- C. No grant shall be made to or for the benefit of any individual person.
- D. It is expected that organizations seeking Grants shall share in financing such projects/initiatives. Other sources of funding for a Grantee's Grant Request are to be considered during the Grants review process (ie, allocations from Federation; Grantee's own Unrestricted and Restricted Endowments; other grants; fundraising; fees; subsidies from governmental or community organizations; sponsorships; and redistribution considerations within the Grantee's budget).
- E. Grants shall generally be a source of original support for projects and not a replacement of other sources of support. The Foundation Executive Director may request endorsement from the Federation or others as he/she determines necessary.
- F. While support shall not be limited to the Foundation, the Federation and its beneficiary agencies, or local synagogues /temples, their projects shall have preference.
- G. The Grantee shall make a financial outcomes report including all income and expenses to the Grants Committee. This report to be rendered within sixty (60) days of the completion of any project/initiative and no later than twelve (12) months from the date the Grant was awarded. If a Grant is awarded for more than one year, a financial outcomes report shall be submitted to the Grants Committee no later than the twelve months anniversary of payment of the Grant installment. It will include information on the progress, outcome and relative success of the funded project/initiative. Future requests for grants shall be influenced and may be denied based on the Grantee's compliance with this reporting requirement. The Report will be shared with the Grants Committee and the Board.
- H. If any organization does not begin the funded project/initiative within ten (10) months of receiving the Grant approval, the funding for the Grant will automatically be revoked, unless there is prior consultation between the Grantee and the Executive Director of the Foundation. A report will be sent to the Grants Committee for recommendation and the Foundation Board for any action.
- I. The Grants Committee is charged with the responsibility to assure that any Grantee does not receive an unwarranted percentage of the annual Grant's budget.
- J. The Foundation may impose conditions, as it deems appropriate on the granting of funds to any Grantee.
- K. Grant Requests from non-Federation organizations must be accompanied by an endorsement of the governing board or appropriate committee of the applicant organization.

IV. CRITERIA

- A. All Grant Requests shall be considered on a one-time basis. Programs/initiatives that receive funding do not have an expectation of continued funding unless a multi-year proposal must be considered due to the nature of the project. (The total of any funds so approved for any project will be charged in its entirety to the current fiscal year's Grant budget).

B. Grantee is required to demonstrate its ability to operate in a fiscally responsible manner. Decisions regarding Grants shall take into consideration, among other factors, the following:

1. Consistent with mission of the Foundation,
2. Priority of need,
3. Scope of the project (numbers of people affected, etc.),
4. Quality of project design,
5. Experience of the Grantee and capability of staff and/or lay leadership to implement the project,
6. Grantee's commitment to the program,
7. Compliance with this Grants Policy and Guidelines.
8. Reliability of financial data,
9. Evaluation of the importance to the Jewish and/or general community.

V. PROCESS

A. Grant Application:

1. An application for funding may be presented by an organization seeking funds or by a committee or department of the Federation.
2. Grant submissions deadlines are always four (4) full weeks prior to regularly scheduled meetings of the Foundation Grants Committee. The calendar of these regularly scheduled meetings will be mailed to all affiliates and their principal lay leaders on an annual basis.
3. An application shall consist of a completed grant form, project budget to include sources and uses of all funds, the organization's most recent financial statements and current year's budget, a list of its officers and Directors, a project narrative and any other supporting information the applicant wishes to submit. Applications for start-up funding of new programs shall address the applicant's commitment and plan to future budget inclusion.
4. An application shall conform to the format and requirements of the Foundation and become an appendix to the Grants Policy and Guidelines.

B. Initial Recommendation:

1. In compliance with Paragraph III E, the Federation Chief Professional Officer will submit his/her recommendation(s) and majority/minority positions of consensus from the Federation's Executive Committee for recommendation /non-recommendation at least two (2) full weeks prior to the regularly scheduled meeting of the Foundation Grants Committee for its beneficiary agencies/departments/committees.
2. All grant applications will be reviewed by the Foundation's Executive Director (who may seek guidance or assistance in the evaluation process from any Committee member(s) or any outside volunteer or professional), who will submit his/her evaluation and recommendation for approval / non-approval to the Grants Committee.

C. Consideration by the Grants Committee (the Committee):

1. Is the request consistent with the mission of the Foundation and this policy?
2. Does the program/initiative meet a Jewish or general community need/priority consistent with the Foundation's purposes?
3. Will the program/initiative have a positive effect on addressing the need/priority?
4. Is the program/initiative sufficiently free of duplication from other programs/initiatives?
5. Is the program/initiative feasible, reasonable and likely to achieve its objective?
6. Is the program/initiative budget reasonable?
7. Is the Grant Request reasonable when considering other sources of funding?
8. Is there any priority consideration relative to other submitted or intended Grant Applications?
9. Is the applicant capable of undertaking and satisfactorily completing the program/initiative?

D. Other Administrative Matters:

1. The Committee will receive in advance:
 - a. The grant applications
 - b. Executive Director's recommendation (to include information or analysis and status of other pending, but not yet submitted, Grant Applications).
 - c. Current financial report of the Unrestricted Grants Pool to include information on previously approved Grants and sums remaining to be granted in the current fiscal year.
2. The Committee will review the items listed in Paragraph V D 1 and may request additional information or a personal presentation by the Grantee.

3. The Committee will make its recommendation by majority vote and present it to the Board of Directors (the Board) for its action. If the Committee recommends a Grant that has received a negative recommendation from the Federation's Executive Committee, it shall indicate a reason for its recommendation.
4. Review the financial outcomes reports as outlined in Paragraph III G and offer comments or recommendations to the Board.
5. Each Committee member must disclose any substantial involvement with a Grantee or with any persons with significant positions within the Grantee organization. He/she must refrain from taking any action, including but not limited to voting for Approval of the Recommendation, that might be considered as a Conflict of Interest.

E. Consideration by the Foundation Board

1. Review the Committee's and Executive Director's written recommendations,
2. Disclose any substantial involvement with a Grantee or with any persons with significant positions within the Grantee organization. He/she must refrain from taking any action, including but not limited to voting for Approval, that might be considered as a Conflict of Interest.
3. Place the application for consideration on the next Board meeting agenda,
4. Approve, modify, reject or table application for further consideration,
5. Vote to approve by a 2/3 vote of the Board members, present and voting,
6. Notify applicant in writing of the Board's decision.
7. Review as information the Financial Outcomes Reports as outlined in Paragraph III G and any commentary or recommendations from the Grants Committee.

D. Actions required by Grantees for Approved Grants

1. Upon receipt of a Grant Approval communication from the Foundation, the Grantee will request in writing that the Grant award be paid at a time when the funding is most appropriately required by the Grantee. Grantee should immediately notify Foundation in the event that the approved Grant is no longer (or only partially) required for the granted purpose so that the unneeded sum may be restored to the Unrestricted Grants Pool.
2. Take action to assure that all information relating to the supported program/initiative contain information that the program/initiative was (partially) funded by a Grant from the Richmond Jewish Foundation.

3. Submit timely Financial Outcomes Report as outlined in Paragraph III G.
4. Return unexpended funds immediately upon completion of program/initiative. Unless previously agreed by the Foundation Board, excess funds may not be retained by the Grantee. The Foundation reserves the right to audit all income and expenditures associated with the funded program/initiative.
5. Applicants for multiple year grants are responsible to provide a written progress report and a new application for each subsequent year. Such applications are due at the same time as deadlines for new applications as referenced in correspondence or other publications.