



RICHMOND JEWISH FOUNDATION
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GENESIS FUND GRANTS
CRITERIA AND GUIDELINES FOR GRANT APPLICATIONS

GENESIS FUND GRANTS: What We Fund

Genesis Fund Grants are made to create new service initiatives and address unmet social service, leadership development, health, education and Jewish family needs, benefiting the Richmond Jewish community. In general, one-time grants for start-up or pilot programs twelve months or less in duration receive the strongest consideration.

An exceptional project may be funded for a maximum of three years, with reduced funding the second and third years. In every instance, there must be assurances that the project will be self-sustaining or complete when Foundation funding is concluded. Funding for the second and third year is contingent upon satisfactory evaluation of the previous year's activity.

LIMITATIONS

- Grant proposals are considered to seed experimental, model, innovative and special programs consistent with the mission of the applicant(s).
- Grant applicants must be qualified 501(c)(3) organizations. Individuals are not eligible for direct grants.
- Grants are not intended to supplement nor duplicate Jewish Community Federation of Richmond and/or United Way allocations, the ongoing operating budgets of an organization, or existing or already completed programs/services.
- Grants are approved for a one-year period and may be extended for up to two additional years, subject to evaluation and review.
- If a multi-year grant is approved, funding will be phased down over time:
 - Two-year grants: second year funding will not exceed 50% of first year funding.
 - Three-year grants: second year funding will not exceed 60% of first year funding and third year funding will not exceed 30% of first year funding.
 - Grant extensions will be evaluated based on these criteria: program implementation is according to schedule; program results as evidenced by an evaluation process and report; year two (or three) program plans based on the evaluation results; continued need for Foundation funding; continued interest on the part of the Foundation to provide an extension; and, available funding.
- If a multi-year grant is approved, applicant must submit a written progress report and a new application in time for the deadline for new applicants in subsequent years, as referenced in correspondence or printed materials.
- **If the project is to continue beyond the experimental period, other sources of funding must be secured.**
- Synagogue requests for start-up, seed and innovative programs may be entertained if they are inclusive for all community members, community-oriented, and/or collaborative projects. If all community members are eligible to enroll in an institution, regardless of congregational affiliation, this may evidence inclusiveness.
- No single grant shall receive more than 30% of the funds available to the Grants Committee during its July 1 – June 30 fiscal year.
- Each organization shall submit no more than one (1) application per (July 1 – June 30) fiscal year. Grant applications submitted collaboratively with organizations do not count against this limit.
- Organizations shall not request a change in the grant status (from a one-year to a multi-year request) once the application has been submitted.
- 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.
- The Foundation may impose conditions, as it deems appropriate, on the granting of funds to any Grantee.

NETWORKING

Requests submitted jointly or in cooperation with other organizations are encouraged. All applications, including those that are jointly sponsored, must be approved by each governing board and signed by each executive director and president (or other designated officer). In instances where a department of a larger organization submits the application, the larger organization's governing board must approve and the executive director and president (or designated officer) must sign the application.

PROGRAM EVALUATION

The Grantee shall complete the "Evaluation of Approved Grants" form, along with the proposed and actual budget schedules, within 60 days of the completion of the project and no later than 12 months from the date the grant was awarded. If the grant was approved as a multi-year grant, then an interim Evaluation of Approved Grants form should be completed not more than 12 months after the payment of a Grant installment. Future requests for grants shall be influenced and may be denied based on the Grantee's compliance with this reporting requirement. These reports may be shared with the Grants Committee and the Board of Directors of the Foundation.

DEADLINES

Grant proposals must be submitted in accordance with the annual schedule. The Foundation is not bound to approve an application nor does it assume any obligation to an applicant because of meeting schedule changes.

FOUNDATION ASSISTANCE

In advance of the scheduled Grants Committee meetings, Foundation professionals and designated volunteer liaisons will conduct preliminary interviews with applicants. This review does not indicate approval or denial of the project.

The Grants Committee Chairman (and appropriate sub-committee Chairman) shall be consulted when an application is received that could be considered by multiple committees and a determination shall be made by the leadership, along with Foundation staff, as to how the request shall be handled.

GRANT REVIEW/NOTIFICATION

The Grants Committee will review grant requests and either reject or recommend their approval to the Board. After Board action on the Grants Committee recommendation, applicants shall be notified promptly of the decision regarding their application.

PAYOUT SCHEDULE

A payment schedule will be specified in a formal grant agreement. Savings in any one-year of a multi-year grant cannot be banked for use in successive years; unused funds must be properly returned to the Foundation. Conversely, cost overruns incurred during any particular year of a multi-year grant cannot be offset by "borrowing against" or invading the next year's budget allocation.

PROGRAM CHANGES

Any grant or modification of an approved grant shall be subject to Foundation approval. Anticipated budget revisions must be reported.

INTERIM/FINAL REPORTS

Evaluation and periodic progress reports are required for all multi-year grants. Continued funding is contingent upon satisfactory progress in achieving the project goals. Upon completion of all funded projects, a final report must be submitted indicating both the use of the funds and the program results.