



JEWISH HARTFORD RAPID RELIEF AND RECOVERY FUND
INSTITUTIONAL GRANTS PROCESS AND GUIDELINES
June 12, 2020

The RRRF was jointly established by the Jewish Federation and Jewish Community Foundation to provide funds for emergency relief and recovery that address the basic human needs of individuals and families, while also bolstering the ability of our agencies and synagogues to continue providing human, cultural, educational and religious services and Jewish services essential to our community's present and future. Over the past seven weeks, the fund has granted approximately \$50,000 for basic needs, such as food and financial assistance. As of this writing, the RRRF currently has approximately \$680,000 to grant (plus \$150,000 designated to launch a Hebrew Free Loan Fund).

Based on known circumstances today and the good work of the RRRF Grants Committee and the RRRF Liaisons, this document outlines a proposed/updated process for granting funds to our institutions, while continuing to provide basic human needs. We are most mindful that much more may be learned within the next month or two about the spread/containment of COVID-19 and the effects it will have on our people and institutions' abilities to operate.

1. BASIC HUMAN NEEDS – Ensuring that basic human needs, such as access to food, counseling and financial assistance is a priority for any Jewish community. The RRRF has reserved \$175,000 to meet these needs, which are likely to grow. These funds are to be used exclusively to mitigate/address the effects of COVID-19:

- These funds will continue to be jointly controlled and distributed to individuals and families by the RRRF Grants Committee and Federation and Foundation professionals.
- Funds are available immediately as needed, based on the criteria already established by the RRRF Grants Committee.
- Community institutions' access to these funds will be provided by invitation only from the RRRF Grants Committee.
- Federation and Foundation will continue their joint fundraising efforts for basic human needs at appropriate times, as needed.

2. BASIC HUMAN/INSTITUTIONAL NEEDS AND SCHOLARSHIPS – Recognizing that the pandemic is likely to seriously affect individuals, families and Jewish institutions in a variety of ways, and trusting that our partner agencies and synagogues are well-suited to address the needs of their respective constituents, the RRRF has reserved *approximately* \$225,000 to grant to synagogues and *approximately* \$280,000 to grant to agencies. These funds are to be used exclusively to mitigate/address the effects of COVID-19:

A. AGENCIES (\$280,000) – Funds will be available to agencies under the following conditions:

- Top consideration for requested funds will be given to address a **humanitarian need** through a new program or an existing one that requires more funding **and/or** demonstrates the **increased** need (in relation to the previous fiscal year) for **scholarships/assistance** to members, students, program

participants or clients who demonstrate they need help to retain their particular spot or status with your organization.

- The Committee may also consider providing funds to help offset a decrease in revenue or fundraising that impacts ability to provide essential programs and services.
- Agencies will be asked to write an application letter (see “Application Questions” section, below) to the RRRF Grants Committee once they have:
 1. Documented a compelling need to fund a new, or expand, an existing humanitarian assistance program – applications are immediately available with a deadline of August 1.
 2. Documented a meaningful drop in program revenue, membership, enrollment or tuition dues and/or increase in membership/tuition scholarship requests – applications will be accepted after a conversation with a representative of the RRRF Grants Committee and based on the agencies’ unique timelines. Initial conversations should take place no later than July 7. Applications will be accepted on a rolling basis with a final deadline of August 15th.
- Other important items to note: The intention of the RRRF is to assist as many agencies as possible, thus grants:
 - Are not intended to make any deficit “whole” – and are likely to range between \$5,000 and \$50,000 *total*** for all requests.
 - Will be made considering the size of agency membership and/or participants being served and overall budget.
 - Will be made considering the overall financial health of the agency.
 - Will likely require a clarifying conversation with a representative of the RRRF Grants Committee.
- We are all in this together:
**If your agency is facing severe financial challenges, or has additional compelling needs, please let us know. Other funds – through grants or loans -- may be available through other Foundation and/or Federation sources.

B. SYNAGOGUES (\$225,000) – Funds will be available to synagogues under the following conditions:

- Top consideration for requested funds will be given to address a **humanitarian need** through a new program or an existing one that requires more funding due to Covid-19, **and/or** demonstrates the **increased** need (in relation to the previous fiscal year) for **scholarships** so congregants can retain their membership.
- The Committee may also consider providing funds to help offset a decrease in revenue or fundraising that impacts ability to provide essential programs and services.
- Synagogues will be asked to write an application letter (see “Application Questions” section, below) to the RRRF Grants Committee once they have:
 1. Documented a compelling need to fund a new, or expand, an existing humanitarian assistance program – applications for such humanitarian assistance programs are due by July 10,2020.
 2. Documented a meaningful drop in membership dues and/or revenue and/or an increase in the need for membership scholarship assistance – applications for such assistance will be accepted after Yom Kippur.

- Other important items to note: The intention of the RRRF is to assist as many synagogues as possible, thus grants:
 - Are not intended to make any deficit “whole” – and are likely to range between \$5,000 and \$35,000 *total*** all requests.
 - Will be made considering the size of congregation membership and overall budget.
 - Will be made considering the overall financial health of the synagogue.
 - Will likely require a clarifying conversation with a representative of the RRRF Grants Committee.

- We are all in this together:
 **If your synagogue is facing severe financial challenges, please let us know. Other funds – through grants or loans -- may be available through other Foundation and/or Federation sources.

RRR Fund Application Questions

Humanitarian Programs: Questions for Agencies and Synagogues – If you are starting or expanding a program to address basic needs:

1. Please describe the need and proposed program. Is this an expansion of an existing program or a new one? Describe its connection to need derived from the COVID-19 pandemic.
2. Do you envision this as a permanent program or temporary?
3. What are the anticipated outcomes? How will you measure success and/or achievement of goals?
4. Please provide a detailed budget.

Questions for Agencies – If you are applying for assistance based on the other factors listed above, please answer the following questions:

1. Is there increased need (in relation to the previous fiscal year) for scholarships/assistance to members, students, program participants or clients who demonstrate they need help to retain their particular spot or status with your organization? What is the total amount and type of increased need?
2. As of FYE 2020, did you experience a decrease in revenue as a result of COVID-19? Please list the lines of business and amount of decrease for each.
3. What mitigating effort have you taken to reduce your deficit?
4. What is your projected surplus/deficit for FYE 2021?

Questions for Synagogues – If you are applying for assistance based on the other factors listed above, please answer the following questions:

In May, synagogues provided a projection of potential impact on membership and revenue. Post-Yom Kippur, please provide actual figures year to date:

1. What is your membership total (households) today vs. FYE 2020? How does this translate into dollars of decreased revenue (not taking into account scholarship/dues abatement)?
2. Have you experienced an increase in requests for scholarship/dues abatement? How much is that increase in total dollars as compared to FY 2020?
3. What mitigating efforts have you taken to reduce your deficit?
4. What is your projected surplus/deficit for FYE 2021?