



BETH SHOLOM VILLAGE GRANTS POLICY AND GUIDELINES

I. INTRODUCTION

The Beth Sholom Home of Eastern Virginia, Inc., dba Beth Sholom Village (or BSV), holds unrestricted assets and a beneficial interest in the assets of its supporting Beth Sholom Home of Eastern Virginia Foundation, Inc. (Foundation). These assets enable BSV to make an impact on primarily Jewish seniors in the Hampton Roads community. BSV makes grants for both ongoing and necessary needs, as well as creative and innovative solutions to present and future needs of this specific population. Annually during the budget process, the Foundation, through its Board of Directors, determines a Spending Policy that establishes the size of the Foundation's annual support for BSV Grants Pool for the current fiscal year. This sum is supplemented by an annual initiative to solicit voluntary participation by Beth Sholom Village and from other donors. Any balance not granted during any fiscal year will be carried over to the subsequent fiscal year's Grants Pool. The BSV Grants Committee is responsible for reviewing and recommending Grants for approval or denial, with final approval of the Committee's recommendations by the BSV Board of Directors.

Grants shall be consistent with the general purposes of BSV as set forth in the Articles of Incorporation and the Bylaws of BSV and its Foundation. Grants are to be made primarily, but not exclusively, to Jewish organizations in the greater Tidewater area.

Grantees are advised that responsible budgeting requires funding consideration for sufficient maintenance of facilities, properties and equipment.

II. PURPOSES and SCOPE: Senior Services (e.g. Food Insecurity, Housing & Transportation, Indigent Care and related needs)

Grants from the BSV Grants Pool shall be used to support Seniors primarily in the Tidewater Jewish Community as well as those in the general community for the following purposes:

- A. To fund demonstration, experimental or research projects of importance to the Jewish and general senior community.
- B. To fund programs and services for mental health care of seniors.
- C. To provide stipends for seniors to remain in their current home.
- D. To fund services and programs to serve seniors remaining in their homes, not covered by medical insurance, this could include companionship, risk assessments, home care services and bikur cholim.
- E. To provide "seed money" for start-up costs, initial funding and/or up to three (3) years of funds for new or innovative projects, financial aid or training opportunities, and one-time special projects.

- F. To fund Senior programs focused primarily on the social, welfare, health, education, community relations, and cultural fields for the benefit of the senior population in the Tidewater Jewish and general community.
- G. To provide transportation services to seniors.

III. RESTRICTIONS

- A. Grants are not available for additions to other endowment funds.
- B. All Grants must be consistent with the purposes of BSV, must not be prohibited by any limitation on the ability of BSV to disburse funds and must comply with any restrictions or limitations which are or may be adopted by the Board of Directors of BSV. 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 directly to or for the benefit of any individual person (other than for the assistance to individuals as qualified by the recipient grantees under awarded programs)
- D. No grant should be made for an amount under five thousand dollars (\$5,000), except for emergency grants authorized under Section V.G.
- E. 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 (i.e., allocations from the United Jewish Federation of Tidewater (Federation) or the United Way of South Hampton Roads; 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).
- F. Grants shall generally be a source of original support for projects and not a replacement of other sources of support unless within the Jewish community.
- G. While support shall not be limited to parties serving the Jewish community, the Federation, its beneficiary agencies, and local synagogues/temples' projects shall have preference.
- H. The Grantee shall make a financial outcomes report including all income and expenses to the BSV Grants Committee. For completed projects, this report is to be rendered within sixty (60) days of the completion of the project/initiative. For ongoing projects or projects not completed within twelve (12) months, an annual report is due 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 BSV Grants Committee no later than the twelve months anniversary of payment of each 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 BSV Grants Committee and the Board.
- I. 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 BSV. A report will be sent to the BSV Grants Committee for recommendation and the BSV Board for any action.
- J. The BSV Grants Committee is charged with the responsibility of assuring that any Grantee does not receive an unwarranted percentage of the annual Grant's Pool.
- K. BSV may impose specific additional conditions, as it deems appropriate on the granting of funds to any Grantee.
- L. Grant Requests from organizations must be accompanied by an endorsement of the CEO/Executive Director and/or legal representative, 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 is presented due to the nature of the project.
- 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. Consistency with mission of BSV,
 - 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 senior community.

V. PROCESS

- A. Grant Application:
 - 1. An application for funding may be presented by an organization seeking funds. This includes Federation beneficiary agencies, local synagogues / temples, and committees or departments of the Federation and other regional organizations providing services to seniors outside of these agencies.
 - 2. Grant submissions deadlines are always four (4) full weeks prior to regularly scheduled meetings of the BSV Grants Committee.
 - 3. An application shall consist of a complete grant form, project budget to include all anticipated 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.
- B. Initial Recommendation:
 - 1. All grant applications will be reviewed by BSV's Chair and Grant Committee Chair who will submit his/her evaluation and recommendation for approval / non-approval to the Grants Committee.
- C. Consideration by the BSV Grants Committee (the Committee):
 - 1. Is the request consistent with the mission of BSV and this policy?
 - 2. Does the program/initiative meet a Jewish or general senior community need/priority consistent with BSV'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. Current financial report of the BSV 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, a personal presentation by the Grantee, or a site visit by BSV representatives.
3. The Committee will make its recommendation by majority vote and present it to the BSV Board of Directors (the Board) for its action.
4. The Committee will 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. S/he must refrain from taking any action, including but not limited to voting for Approval of the recommendation, which might be considered a conflict of interest.

E. Consideration by the BSV Board

1. Review the Committee's and any other representatives' written recommendations.
2. Disclose any substantial involvement with a Grantee or with any persons with significant positions within the Grantee organization. S/he must refrain from taking any action, including but not limited to voting for approval, which might be considered a conflict of interest.
3. Place the application for consideration on the next Board meeting agenda, approve, modify, reject or table application for further consideration,
4. Vote to approve by a simple majority of the Board members, present and voting,
5. Notify applicant in writing of the Board's decision,
6. Review the Financial Outcomes Reports as outlined in Paragraph III.G. and any commentary or recommendations from the Grants Committee.

F. Actions required by Grantees for Approved Grants

1. Upon receipt of a Grant Approval communication from BSV, 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 BSV 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 ensure that all information relating to the supported program/initiative contain information that the program/initiative was (partially) funded by a Grant from Beth Sholom Village.
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 BSV Board, excess funds may not be retained by the Grantee. BSV reserves the right to audit all income and expenditures associated with the funded program/initiative.

G. Grant Approval authority of BSV Officers

In response to urgent or time-sensitive needs that occur between Grants Committee meetings, the BSV Board Chair, in consultation with the Grants Committee Chairperson, may approve up to three (3) grants per fiscal year, subject to availability of funds, in amounts not to exceed five thousand dollars (\$5,000) per grant. Consultation with Grants Committee members (other than the Chairperson) is encouraged but not required. The Grants Committee and Board will be informed of such Grants, and the Grants Committee will be given the Grant requests (and relevant supporting information). The Grants Chair will report on the Grants made pursuant to this provision to the Grants Committee and the BSV Board, but no Committee or Board approval will be required.

Approved by the BSV Board of Directors on 10/09/25