



Jewish Federation of NENY Strategic Objectives

In order to fulfill its mission, Federation's Board of Directors adopted the following Strategic Objectives to guide Federation in its vital work:

1. Strengthen Federation's ability to serve as a community builder, facilitator, and change agent.

Strategies being implemented:

- a. Revamp Federation's allocations process to stimulate development of creative programming that fosters community integration.
 - b. Facilitate community-wide conversations about opportunities for increased coordination and collaboration.
 - c. Sponsor centralized training for synagogue and agency leadership.
 - d. Enhance Federation's facilitation of community connections and communication.
 - e. Formation of the Engagement Department to service the needs of our area agencies and congregations.
2. Sustain or enhance current initiatives designed to support a thriving, vibrant community that engages all Jews in the region in Jewish life.
 - a. Expand through the Engagement department and in collaboration with our community partners to enhance outreach, education, and social activism.
 - b. Increase fiscal incentives for teens to travel to Israel.
 - c. Continue providing optimal methods for strengthening Jewish education in the community.
 3. Pursue the goals and objectives the community set through the Strategic Plan, responding to needs as they are identified.

To view the Community Strategic Plan, please [click here](#) or go to:
www.jewishfedny.org/community-strategic-plan.

GAP COMMITTEE APPLICATION FOR FUNDING AND INFORMATION PACKAGE

The GAP Committee's funding recommendations and the Board of Directors' final funding decisions are based on Federation's strategic objectives and the availability of resources.

Allocations are based exclusively upon a program funding model.

Process and Deadlines

1. The Role of the Grants, Allocations and Program (GAP) Review Committee

The mandate of the Grants, Allocations and Program (GAP) Review Committee includes:

- a. Evaluating requests for funding and recommending allocations to the Board.
- b. Evaluating the effectiveness of programs funded.
- c. Suggesting programs or projects to recipients that address unmet community needs that GAP will fund.

2. Deadline

**The deadline for the submission of the Application forms is
October 16, 2020.**

3. Obligations and Responsibilities of Funded Organizations and Federation

Recipients must:

- **Recognize Federation for its funding**
 - a. Mention the recipient's relationship to Federation and place Federation's logo on communication materials the recipient creates (including websites, mail solicitations, brochures, newsletters, flyers, folders, etc.).
 - b. Recipients are expected to encourage their officers and board members to participate in Federation's annual campaign and recruit volunteers to assist Federation's fundraising efforts, i.e. Super Sunday. (There are tasks that do not require direct solicitation of donations.)

- **Be accountable for program performance**
 - a. Advise Federation immediately of any major organizational changes (governance, service, program or funding changes) that affect services supported by Federation's allocation or the financial viability of the organization.
 - b. Cooperate with Federation and other local Jewish organizations on addressing broad community issues and challenges that go beyond the scope of any one organization.

NOTE: A written performance evaluation will be required in summer 2021 and an in-person presentation/report may be required of major-funding recipients.

Applications for 2022 will NOT be considered without completion of the evaluation.

Community Process and Cooperation

- a. Consult and coordinate with the Community Calendar on Federation's website as a tool for scheduling community events and to avoid conflicts. Agree to respect other organizations by not holding competing events.
- b. Ensure an ongoing effective dialogue and communication through Federation and with other communal organizations to consider the overall best interest of the community in all of their deliberations and programmatic planning.

Obligations and Responsibilities of Federation

Federation's commitments:

- a. Granting available funds to organizations based on the guidelines of Federation's allocations policy.
- b. Meeting with organization staff and/or boards to assist in meeting application deadlines, explaining the results of the applications process or any other aspect of Federation's funding policies or procedures.
- c. Respecting the confidentiality of records the Federation holds on members of the community.
- d. Communicating funding decisions to the community expeditiously and fully.
- e. Providing professional assistance and expertise, as requested, to support recipient's staff and programs.
- f. Providing grant payments on an agreed and timely basis.
- g. Planning with organizations to meet future needs and developing strategies for raising required resources.
- h. Identifying broad community issues and facilitating the building of partnerships to work with the organizations and other community organizations to address challenges that go beyond the scope of any one organization.
- i. Sharing mailing lists of community members in accordance with the privacy policies and requirements of each organization.
- j. Providing board leadership-development opportunities and community-building initiatives in cooperation with organizations in order to assist them in improving their governance, accountability, and organizational processes.
- k. Consulting with stakeholders on a regular basis to refine the allocations process and to gather information to identify the types and the extent of needs in our community.

Federation's Recognition Obligation

- a. Identify recipient organizations as Federation-funded and interpret to the public the broad range of services provided by the organization.
- b. Promote, celebrate, and publicize the activities of each of the funded organizations and work to ensure that each receives public recognition for its contributions to the community.
- c. Where appropriate, display the names and/or logos of the partner organizations in communications material.
- d. Maintain a website (www.jewishfedny.org) to promote the overall Jewish community and all the organizations and to offer services to the organizations, including an online community calendar, advertising for job openings, and advertising for events and programs.

4. Notification: Funding Letter

As soon as the grants are approved by the Board in December, notification of funding results will be sent through letters.

5. Contact Information

For further information or for assistance, please contact:

Gary Weiskopf
Chair, GAP Committee
(518) 339-6990

Robert R. Kovach
President and CEO
Jewish Federation of NENY
(518) 783-7800 ext. 226

Proposal Guidelines

If you have a new program idea or are interested in first-time funding, please call Rob Kovach or Rebecca Miller at (518) 783-7800 by September 11 for an initial review to ensure that your idea meets our funding priorities.

Please focus on the goals and objectives of the program for which you are seeking funding. A minimal amount of background information might be helpful if you think the committee is not familiar with your organization or program, but the committee is most interested in program-specific information.

Your proposal should contain information that is relevant to the organization or program as a whole. **A fully completed cover sheet, budget form, and application (copies of which are enclosed) are required for each proposal request.**

If required, we will contact you in writing with the date and time of your oral presentation.

In order to ensure uniformity, please use the reporting form included with these guidelines.

THIS APPLICATION CANNOT BE PROCESSED WITHOUT ALL THE FOLLOWING INFORMATION FIRST BEING PROVIDED IN NARRATIVE FORMAT AND WITH SUPPORTING DOCUMENTATION, IF DEEMED APPROPRIATE:

1. Complete the cover sheet and budget

- Each program/project for which you are seeking funds should have a cover sheet and budget.

2. Objective/Goals

- Narrative
 - a. Program/Project/Organization mission
 - b. Briefly describe the program/project for which funding is sought.
 - c. List up to four (4) objectives you wish to accomplish through this program/project.
- Program Details
 - a. Identify the day, date, place, and time you anticipate for your program/project to go into effect and, if appropriate, its end date.
 1. If it is an ongoing program throughout the year, please so indicate.
 - b. Do you have alternate program plans in place should COVID-19 prevent the program from running as applied for?
 1. If so, please provide the details of your alternate plans.
- Relationship to Federation Strategic Planning Objectives
 - a. Please describe how this program furthers one or more of Federation's strategic planning goals.
- New Initiatives
 - a. Please provide **Narrative** and **Program Details** for each new initiative planned for 2021 with a separate cover sheet and budget.
- **Program Funding**
 - If Federation funding is not available to fund your program(s) or service(s), will you still offer them? What steps would you take to sustain these program(s)?
- **Financial Statements (if applicable)**
 - IRS 990, as prepared for submission to the IRS, or
 - Financial Statement, if completed
 - Copy of annual report, if available

3. Submission

- Please electronically submit all proposals for your organization in a single package to rmiller@jewishfedny.org.
- Please include a list of your board of directors, including positions.
- **Submit only one (1) copy of your request.**

2021 Grant/Allocation Request
Jewish Federation of Northeastern New York
These pages must accompany each request.

Organizational Information

Organization Name: Organization

Address:

Street | City | State | Zip

Phone: phone

Fax: fax

Email: email

Board chairperson: board chair

Board chair mailing address:

Street | City | State | Zip

Program Information

Name of Program: Program

Program Manager: manager

Title: title

Contact Person: contact

Title: contact title

Phone: phone

Fax: fax

Email: email

Total proposed 2021 program budget\$

Amount requested from Federation\$

Identify sources of all funding, e.g., grants, participant fees, fundraising

Organization's total operating budget for 2021 \$

This application must be signed by an officer of the organization's Board of Directors

Signature: signature.

Title: title

Printed name: print name

2021 Grant/Allocation Request

Jewish Federation of Northeastern New York

Program Budget

Program: Program

Organization: Organization

Revenue

	2020 Budget	2020 YTD	2021 Proposed
• Federation Grant	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
• Government Grants	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Participant Fees	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Organization Contribution	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Other*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Program Revenue	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Expenses

Direct to Program

• Salaries	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
• Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Payroll Taxes	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Contract Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Other*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Direct	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Indirect to Program

• Occupancy	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
• Fundraising	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Management & General	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Indirect	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Total Program Expense	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

**Please attach a detailed breakdown if this number is more than 10% of subtotal.*

2021 Grant/Allocation Request Jewish Federation of Northeastern New York Application

Click on section name (i.e. Narrative) to enter text.

Objective/Goals: (ONE PAGE MAXIMUM)

Narrative:

Click here to enter text

Program Details:

Click here to enter text

New Initiatives:

Click here to enter text

Program Funding

Click here to enter text.

Financials: (if applicable)

- **IRS 990**
- **Financial Statement**
- **Annual Report**

Board of Directors: (if applicable)