

**Jewish Federation of Central Massachusetts**  
**Strategic Allocations Committee**  
**Program Funding Guidelines**

Jewish Federation of Central Massachusetts [JFCM] is dedicated to the preservation and enrichment of Jewish Life in Central Massachusetts, and throughout the world. To carry out this mission, it assists and promotes constituent agencies, institutions, organizations, and synagogues in meeting varied cultural, educational, religious, recreational, social, and welfare needs of the Jewish community.

The goal of the allocation process is to maximize the impact of JFCM resources on the quality of Jewish life in Central Massachusetts, and around the world through national and international partners. JFCM determines its funding awards based on the amount of funds raised through its annual campaign and available investment income, and on the following community priorities: building a more cohesive and collaborative community; strengthening community through outreach, engagement and support; developing strong and sufficient leadership and membership for the community; and building financial resources.

JFCM invites Jewish institutions, synagogues, and Jewish community groups to apply for program grants in these priority areas.

Program funding requests will be evaluated with respect to the degree of meeting the following criteria:

**A. The program addresses one of the community priority areas.**

The program will have a positive impact on the quality of Jewish life as may be demonstrated by one or more of the following:

- Advancing the Jewish Mission of your agency/organization.
- Increasing levels of affiliation, education, identification, and participation within the community.
- Increasing levels of leadership, Tzedakah and volunteerism.
- Recognizing the need for the Jewish community to secure its future.
- Targeting and meeting the essential needs of population group(s) in the Jewish community, such as the elderly, the poor, the disabled, and youth and others.

**B. The program's goals are aligned with the Federation's core mission**

- The program addresses a need not currently met by other initiatives or organizations or strengthens a current program without duplicating efforts.
- The program has an Outreach and Engagement component which, whenever possible, uses collaboration to maximize opportunities for encouraging participation and growth.

### **C. The program is well planned and designed**

1. The goals, objectives, and outcomes of the program are clearly defined and realistic.
2. The rationale for the program is well-grounded in available demographic and sociologic data.
3. The timeline for planning and implementation of the program is feasible.
4. Program design is well-developed and appropriate to the goals of the program.
5. The roles and responsibilities of the staff and volunteers are clearly defined and appropriate.
6. The program has an appropriate evaluative component.

### **D. Financial aspects of the program**

1. The cost of the program is reasonable and justified given the potential number of people served.
2. The request for financial support is clearly identified and justified.
4. (If applicable) The host organization(s) is (are) committed to the implementation and funding of the program.
5. There is evidence of commitment from other funding sources.
6. If requested funding represents seed funding for a new program, there is a sound plan for the continuation of the program after the initial funding period.

### **E. Fiscal soundness and accountability - institutions applying for program grants must demonstrate full compliance with this criterion, as demonstrated by the following parameters:**

- Has been in existence for a minimum of two years. [Exemptions may be made for new organizations upon thorough review].
- Is legally incorporated as a tax-exempt organization.
- Complies with federal, state, and local laws and regulations relating to its business, including but not limited to fund raising, accounting, and payment of taxes.
- Has a board of directors to whom the executive director (CEO)/president reports (if applicable) and that has at least quarterly meetings and establishes and enforces oversight policy.
- Has board-approved by-laws.
- Completes an annual audit by an independent certified public accountant and submits it to the Federation (if applicable).
- Seeks financial support from a variety of sources.
- Demonstrates a need for financial support while at the same time shows a balanced approach to annual budgeting.

### **F. Federation Relationship - grantees must demonstrate compliance with criterion, as demonstrated by the following parameters:**

- Identifies its affiliation with the Federation in its marketing and promotional vehicles and materials.
- Educates its members, clients, service recipients, board, and staff regarding its affiliation with the Federation: Actively supports Federation's annual campaign. Board and organization participation is taken into account during allocations process and is measured by the following:
  - Strives for 100% board members' contributing to Federation's annual campaign: president and executive committee leading by example. Senior professional staff is encouraged to contribute to the annual campaign.
  - Lay and professional leadership actively participates in Federation-led efforts

- Board members actively participate in the annual campaign *by taking card assignments*.
- **Promotes the Federation events and its annual campaign by the following: Includes information about programs and annual campaign in its publications, newsletters, web site, etc.**
- Institution leadership speaks in support of the Federation and its annual campaign at board meetings and other events.
- **Includes a Federation webpage [jfcmm.org/donate](http://jfcmm.org/donate) link for donations on its web site.**
- **Submits articles to our Jewish newspaper, The Star and for Fedmail highlighting the program and Federation support.**
- Refrains from conducting any competing community-wide fund-raising appeals during the opening months of Federation's annual campaign "black-out" period (September-December).
- **Contact information for your current membership will be requested by JFCM for all Central MA allocation recipient organizations.**

**G. Impact** of programs on community - institutions will be evaluated with respect to their degree of compliance with this criterion, as demonstrated by the following parameters:

- Has an ongoing self-evaluation process that measures quality of each program.
- Provides essential, high-quality services to the community in an efficient manner.
- (If applicable) Reaches out to unaffiliated members of the Jewish community and successfully integrates them into the community.

#### **H. Collaborative efforts**

- Preference will be made for organizations located in Central Massachusetts and/or those providing services to Jewish (and non-Jewish if applicable) residents of Central Massachusetts. National and international Jewish communal organizations are welcome to apply, with preference for those supporting our sister-sister Afula, Gilboa.
- Engages with other Jewish organizations.
- Publicizes and promotes community-wide events and programs as well as other organizations' programs.
- Offers its programs, services, etc. to other organizations' members and to unaffiliated community members **by working with Federation to create communitywide programs.**