



JEWISH FEDERATION OF GREATER VANCOUVER PROCESS FOR ACCEPTANCE OF NEW CONSTITUENT AGENCIES

The application process to become a constituent agency of the Federation/CJA occurs in two phases, and is designed to allow an agency to see if they “qualify” at an initial stage before investing an undue amount of time and resources in preparing an application. The two phases are as follows:

1. Initial inquiry phase

A) A prospective constituent agency contacts the Federation’s Director of Planning and indicates that they are interested in being considered as a constituent agency of the Jewish Federation of Greater Vancouver. The Director of Planning, together with the Chair of the Planning Council, will meet representatives of the agency in question to ascertain their initial appropriateness prior to forwarding any materials. This conversation will clarify for the agency what it means to be a constituent agency of the Jewish Federation, and determines whether they might be an appropriate candidate to become a constituent agency. This would be based on a general discussion regarding the purpose and the scope of the organization in question. (See Appendix A for a listing of requirements proposed for the initial inquiry phase.)

B) If there is Federation agreement on the appropriateness of the prospective constituent agency, an answer will be sent to the agency that they can proceed with a full application review.

2. Application phase

A. An application package will be forwarded to the prospective agency’s leadership so that they can review and complete all of the materials necessary for a full application. (See Appendix B for a listing of process steps and requirements proposed for the application phase.)

B. A formal letter to the President of Federation should accompany the agency’s full request. The materials submitted are processed by the Director of Community Planning and a Review Committee comprised of Planning and Allocations leadership. Requests for further information, or for a meeting with the prospective agency is communicated via the Director of Planning and Community Development.

C. It should be made clear that being accepted as a constituent agency of the Federation does not guarantee immediate funding for an agency. Once an agency has met the criteria, participated in an agency review, and been accepted they would be eligible to apply for program allocations through the application cycle like any other constituent agency. Development of recommendations regarding program allocations is the ongoing responsibility of the Allocations Planning Committee.

D. The Review Committee makes its recommendations to the Federation’s Board of Directors. Federation’s Board of Directors shall make final decision as to admission and may determine the level of funding for the first year’s operation based on the recommendation of the Planning Council.

Appendix A - Requirements for Initial Inquiry Phase for Agencies Seeking Federation Constituent Agency Status

In order for an agency or organization to qualify initially as an applicant to become a constituent agency of the Jewish Federation of Greater Vancouver, it must comply with the following requirements:

- a. The agency must have an active governing board and show evidence of the ability to carry out its mandate.
- b. Its services must meet proven or clearly perceived needs in the Jewish community, and should not duplicate the service delivery of any other existing constituent agency. The agency should regularly inform the public of its objectives, programs and services, and achievements.
- c. The agency should be incorporated as a non-profit organization and be registered with CRA as a charitable organization. .
- d. The agency must show evidence that it is willing to cooperate with the Federation and with other community agencies:
 - 1) It must agree to abide by the rules and guidelines of the community's Fundraising Coordination Policy;
 - 2) It must actively support the annual Federation Annual Campaign;
 - 3) It must agree to abide by the guidelines for applications for submission in the Allocations Planning Committee's process.
 - 4) It must share its Board and membership list with the Federation.
- e. Agency board members must be contributors to the Federation Annual Campaign.
- f. The agency's services or programs must fall within Federation's objectives.
- g. The agency must publish to its members annual financial statements prepared by an independent chartered or certified general accountant and any audit of other report on those statements.

Appendix B - Guidelines for Applications to be Considered as Constituent Agencies of the Jewish Federation of Greater Vancouver

The Board of any organization seeking admission as a constituent agency of the Federation should be fully familiar with, and agree to accept the principles and procedures called for in the Federation's Constitution and By-laws, with specific reference to planning, allocations, and fundraising.

In keeping with these purposes, the Jewish Federation of Greater Vancouver seeks to include constituent agencies as beneficiaries of its annual campaign those non-profit, voluntary agencies that provide social welfare, educational, or cultural services and programs to the Jewish community on a local, national, or international level that meet the following standards and expectations for new agencies and services.

Section A: Purposes and Goals

1. The agency renders a service that responds to a demonstrated Jewish community need.
2. The agency regularly informs the public of its objectives, programs and services, and achievements.

Section B: Governance, Accountability and Evaluation

1. The agency has a charter and by-laws that clearly define the agency's purpose and organization and identify the duties, authority, method of rotation, and responsibilities of the governing body.
2. Governance of the agency is vested in an interested, active, and responsible voluntary board of directors, which exercises effective control over the operations of the agency.
3. The agency operates as a non-profit organization and has received status as a charitable organization from the CRA.
4. The agency undertakes periodic evaluations of its programs and services.

Section C: Operations, Budget and Resources

1. The agency shall have been in existence as a non-profit organization for at least two years prior to applying for constituent agency status.
2. The agency shall attempt to generate a reasonable degree of self-support that will assist the agency in meeting its fiscal needs.
3. The agency prepares periodic income/expense reports, which satisfactorily portray the operating results of the agency's programs and services.
4. The agency can demonstrate its viability at the time of its application for admission.
5. The agency has established procedures for the preparation, adoption, and administration of its operating budget.

Section D: Data Required for Planning Council Review

1. Copies of a constitution, articles of incorporation, and by-laws or other statement of purpose and goals adopted by the applicant, that clearly defines the services to be rendered and the population to be served.

2. A roster of the Board of Directors or other governing body and the lay structure of the agency, including the Board and committees.
3. The staff structure indicating lines of accountability.
4. Evidence that the agency meets all standards, licensing, and/or accrediting requirements as established by appropriate national, provincial and local bodies—both governmental and professional.
5. Fiscal data including:
 - a) An operating budget on forms currently required by and consistent with the objectives of the Allocations Planning Committee of the Federation.
 - b) An analysis of total compensation for all salaried employees.
 - c) A listing of capital assets and endowments, if any.
 - d) Financial statements for the past two years, prepared by an independent auditor or certified general accountant and any audit or other report on those statements.
 - e) A projection of anticipated Jewish Federation support required in the year of application plus two succeeding years, with operating budget, projections and assumptions used in such estimates, commencing with the year in which application is made.
6. A statement of the relationship between the agency and its local and national affiliated organizations.
7. A statement concerning the proposed relationship with Federation, including the agency's ability to function as an inter-related part of Federation's system of services and agencies.
8. A statement concerning the need that the agency intends to meet, the service to be provided, and the extent to which the agency's activities will affect other community service providers.

Section E: Procedure and Timetable

In order to allow for a thorough evaluation of a request for admission of a new agency, the following steps should be adhered to:

1. Federation's Board of Directors shall make final decision as to admission and may determine the level of funding for the first year's operation based on the recommendation of the Planning Council.
2. Funding shall generally be considered for the allocation year following a year in which admission is granted.
3. An agency shall be on probationary status during the first two years of its Federation funding, during which time it must demonstrate it effectively fulfills its stated purposes and conforms to its commitments to the Federation and other community service providers. During this time, the Allocations Planning Committee shall review the agency's experience and, at the close thereof, shall recommend action to Federation's Board of Directors with respect to the continuation of funding.