



Request for Proposals- Innovations Grapevine Program 2023
Questions Received

Updated April 3, 2023

JFNA Innovations Grant Application - Guidance on Classifying a Project

The guidance below is intended to help applicants verify that projects are categorized in line with JFNA's RFP.

- Reminders:
 - As noted in the RFP and Program Guidelines, applicants are required to propose and describe one or more distinct **“projects”** in proposals (RFP, p. 2).
 - Applicants may propose one to five projects within one application. The number of projects will not influence the proposal's score (RFP, p. 2).
 - Applicants shall describe in detail each individual project and its corresponding budget (RFP, p. 2).
 - Not all projects in an application are guaranteed to be funded (RFP, p. 2).
- Definitions
 - **A project** is defined as a set of activities or tasks that must be completed to arrive at a particular outcome or impact (RFP, p. 2).
 - **An intervention** is a method or process to prevent harm or improve functioning (RFP, p. 2).
 - **An outcome** is a result of a project on participants (e.g., improved mental health among family caregivers) (RFP, p. 20).
- To determine what is considered one “project,” focus on the interventions, not their outcomes.
 - **To determine the number of projects in your proposal, consider how many interventions are included (RFP, p. 2).**
 - Even if different interventions have the same outcomes, they should still be considered separate projects.
 - For example, an individual counseling project and a support group project may both have the same outcome of reduced anxiety, but these are two different interventions and therefore considered two projects (RFP, p. 2).
- Activities should be grouped together in a project if they are the same intervention or different formats of the same intervention.
 - For example, a group therapy project could include three activities such as a morning session of group therapy, an afternoon session of group therapy, and a weekend session of group therapy. (RFP, p. 2).
 - For example, a socialization project could include three activities such as person-centered, trauma-informed (PCTI) socialization groups that discuss current events,

music appreciation, and art history. These three activities would be considered one project, as they are different formats of the same intervention.

- A project can be composed of many tasks (RFP, p. 2).
 - For example, a chair yoga project could be composed of many tasks such as conducting outreach to participants, training staff in PCTI care, providing chair yoga sessions, and conducting an evaluation of project outcomes (RFP, p. 2).
 - While these are all different tasks, they are all components of the chair yoga project and therefore are considered one project.
- A project can serve multiple Service Populations (RFP, p. 2).
 - For example, there could be multiple PCTI cooking classes geared toward various refugee populations. One class may be taught in Arabic for older refugees from Iraq, and another class could be taught in Ukrainian to older refugees from Ukraine. The classes may use different recipes and examples to be culturally sensitive to each population; nonetheless, they use the same intervention.

Questions received February 25- March 28, 2023 via E-mail

Program Requirements

Q: If more than one existing project is submitted in the Stage 1 application, does each project need to have a deepening or expansion, or does the deepening or expansion of one project fulfil the requirement?

A: If more than one existing project is submitted on the application, then each must have a deepening or expansion of the project as is. In the Program Questionnaire, question 1.c.v. is repeated for each proposed project. It asks the applicant to “Explain how the proposed services would be innovative, different from, or expand the services currently provided by the agency to the proposed project participants. Clarify what is new versus existing.” Therefore, the Review Committee will score the applicant’s response to this question for each project.

Funding

Q: Does staff working hours that are not covered by the grant count towards in-kind contributions?

A: Training time and direct service time may count toward the in-kind match. Please make sure the training and the direct services are deeply rooted in PCTI care and represent a deepening and/or an enhancement of the typical services that would ordinarily be performed.

Q: If an application includes a request for items that will be used across various projects, how should this be included in the budget?

A: If there is a cost (such as a laptop) that is shared by several projects, please divide the cost of the laptop or item among each of the projects. If one project ultimately cannot be funded as part of the grant, the applicant may use Stage 2 of the application process to charge more of

the cost to the remaining projects (ex. if the cost was divided by 5 projects, you would now divide the cost by 4 projects).

Q: Why does the Master budget in tab 'Year 2' line 70 only allow for \$5,000 to be inputted? Where on the project tabs should this be inputted?

A: It is intentional that subgrantees only enter funds for JFNA's National Training Workshop on that line in the Master Budget. It should not be included in any of the project tabs because it is not part of a project and thus has been removed from the individual project budgets. The \$5000 is simply for attendance at JFNA's training workshop in 2025. If funds are needed for PCTI training other than at our national Training Workshop, such requests should be included in the Programming section (Row 37) within the relevant project, or as a separate project in its entirety if it is a separate project.

Application and review process

Q: The Program Questionnaire section is blank in the Stage 1 application portal; how do you view the full section?

A: To view the full application, please select a number of projects from the drop-down list in the Basic Information section of the application. The section titled "Program Questionnaire" is designed to be just a title section.

Q: If the required audit materials are not all available by the application due date, can they be submitted at a later date?

A: Please submit all available financial documents, such as a full agency budget and consolidated statements of activities, functional expenses, and cash flow, at the time of submission. Anything that is missing can be noted in the miscellaneous or notes section, with when they will be available. Having an audit is an eligibility requirement for this grant.

Questions received February 11-24, 2023 via E-mail

Eligibility Requirements

Q: Is there an age requirement for the populations served?

A: This grant only supports people who are 60+ or family caregivers to people who are 60+.

Q: Are non-religious or non-Jewish organizations eligible to apply?

A: Non-religious organizations are eligible to apply, as long as they met the eligibility criteria described in the RFP (Section 1.6)

Q: Does education or training of professionals or volunteers count toward the direct service requirement?

A: For the purposes of this grant, a direct service provider is an agency that serves Holocaust survivors, older adults with a history of trauma, and/or their family caregivers. Therefore, education and training alone is not enough to be considered a direct service provider and meet that eligibility requirement. If the education is paired with direct services, the direct service provider would be eligible. Agencies may partner with sub-sub grantees to propose joint projects, and the direct-service provider is eligible to be the lead applicant, as long as other eligibility requirements are met (Section 1.3).

For this grant, there must be a direct service component to at least one of the Service Populations as part of the proposal. Even if the education and training would ultimately help the Service Populations, if the direct service is not part of the grant proposal, then the project would not be considered as having a direct service component and would therefore not fit into the framework of this grant program.

Q: Can this grant be used to support non-family caregivers and providers in addition to family caregivers?

A: Family caregivers are one of the three Service Populations that may be served by this grant, and partner or friend caregivers are considered part of family caregivers. However, professional service providers or volunteers are considered Supporters of Service Populations under this grant. While Supporters of Service Populations may be served under this grant, at least one project in the application must benefit at least one of the three Service Populations. (Section 1.6).

Q: Are aging forced migrants an eligible population to be supported by this grant?

A: This grant has no requirement for what constitutes trauma. Older adults with a history of trauma such as aging forced migrants are an eligible population under this grant.

Program Requirements

Q: If applicants have different variations of the same project to different populations with some overlap, should they be included in the same project?

A: A project can be grouped together if it is the same intervention or different formats of the same intervention. A project could be composed of many tasks and multiple Service Populations.

Q: Are gift cards or grocery cards considered income maintenance under this grant program?

A: Income maintenance would be a program that provides ongoing financial assistance. Gift cards and grocery cards are periodically supplemental, and therefore allowable, with clear documentation of the purpose and services provided.

Funding

Q: When preparing the budget, how do applicants consider any increases in salaries or benefits for Year 2 of the grant?

A: Given that the award amount must be the same in Year 1 and Year 2, if an applicant wants to increase salaries in Year 2 – the amount of funds would have to be reduced in another spending category from Year 1.

Q: Is there a preference for grant funding to add staff to an agency versus contract staff out for specific disciplines?

A: The applicant should base this decision on what is the most logical for the project. The Review Committee does not have a general preference.

Application and review process

Q: Will agencies receive differing scores based on the populations they serve? If an agency doesn't serve Holocaust survivors will they be penalized?

A: The Review Committee scores applications based on the rubric described in Sections 5 and 6 of the RFP. There are no points allotted for any particular population, including Holocaust survivors.

Questions received February 2-10, 2023 via the informational call and via E-mail

Grant overview

Q: What is new to this RFP?

A: New for this RFP, applicants must describe each project that is part of the proposal (Section 1.2, p. 1-3). Eligible populations were expanded to include Supporters of Service Populations (Section 1.6). Financial health is a new service category (Section 1.5). There are some new funding limitations (Section 2.2). The entire application has been updated and there is a new Budget Application Questionnaire (Section 4.3).

Q: What is the definition of trauma for this grant? A: There is no singular definition of trauma. The Substance Abuse and Mental Health Services Administration (SAMHSA) describes individual trauma as resulting from "an event, series of events, or set of circumstances that is experienced by an individual as physically or emotionally harmful or life threatening and that has lasting adverse effects on the individual's functioning and mental, physical, social, emotional, or spiritual well-being." (Section 1.6).

Q: Are subgrantees required to determine and specify types of trauma for each person in reports?

A: We do not ask subgrantees to determine types of trauma for individuals.

Eligibility requirements

Q: What does a direct service provider mean?

A: For this grant, direct service providers serve at least one of the three Service Populations outlined in Section 1.6. This includes agencies that have sub-subgrantees that support the Service Populations, as long as all eligibility criteria are met.

Q: Are nursing homes, residential care, or assisted livings facilities eligible to apply?

A: Yes, these facilities are eligible to apply, if they fit the eligibility criteria (Section 1.3). Grant funds may be used to serve residents of these facilities. However, funding cannot be used to pay for clients' stay at the facility or for the salary of employees that are covered by other funds. Funding limitations can be found in Section 2.2 of the RFP.

Q: Can agencies funded currently or previously by local Jewish Federations or by JFNA apply?

A: Yes, as long as the eligibility criteria are met (Section 1.3). JFNA will not fund an outright continuation of an existing project without any enhancement. Applicants will be required to detail what is different from existing projects (Section 1.2). 'Double dipping' or coverage of the exact same expenses that are also covered by other grants from JFNA or elsewhere, is not allowed (Section 2.2). If looking to fund a project that is pre-existing or funded previously, the application must show an expansion or deepening of the project. Other JFNA funds cannot be counted in the match requirements (Section 2.3).

Q: Can an agency apply on behalf of another agency or a sub-sub grantee?

A: Yes, as long as the eligibility criteria are met (Section 1.3). Agencies may partner with their sub-sub grantees to write requests collaboratively or may apply on their behalf.

Q: Can an agency/office that doesn't oversee direct services but is housed in a state agency that does provide direct services apply?

A: Yes, the agency can apply as long as they meet the eligibility criteria (Section 1.3).

Q: May an agency submit more than one application?

A: No, only one application may be submitted by an applicant.

Program Requirements

Q: To apply, do all Service Populations need to be served by an agency or project?

A: No, the agency or project must serve a minimum of one Service Population (Section 1.6).

Q: What is the direct service requirement? If a proposal has more than one project, is each project required to have a direct service component?

A: At least one project must have a direct service component to one of the three Service Populations. If multiple projects are submitted in one application, each project does not have to have a direct service component.

Q: Can projects benefit Supporters of Service Populations?

A: At least one project in the application needs to have a direct service component to one of the three Service Populations. Other projects may benefit Supporters of Service Populations (Section 1.6)

Q: Should the same project in different locations be considered the same or different projects?

A: If it is the same intervention for different locations, they can be considered one project. If the interventions are different, they should be considered different projects.

Q: If a project was tested in a pilot/small phase, but funding is needed to fully implement it, is this considered innovative?

A: Refer to the RFP Section 1.2 for the definition of innovative. The onus is on the applicant to explain how the project(s) are innovative.

Q: Is there a minimum number of individuals that we need to serve? How does that number impact the probability of receiving the grant?

A: There is no minimum number of individuals that need to be served. However, the number served should align with the proposal's budget.

Q: What is meant by sustainability? Does sustainability include the grant period or after?

A: Sustainability means the projects or their learnings continue in some form after the grant period ends. Subgrantees should explore ways to sustain the projects. Sustainability efforts can begin during the grant period through the dissemination of program materials and innovations (Sec. 3.1 and the sustainability and dissemination question in Sec. 5.2).

Funding

Q: Is the \$45,000-\$300,000 range for grant awards per project or per application?

A: The range above is for the entire application.

Q: What is the payment schedule for the grant?

A: The payment schedule will be shared with the subgrantee before the grant period begins.

Q: Is there a maximum amount of funding allowable for data collection and monitoring activities?

A: No, there is no cap on funding for evaluation. Expenses must be reasonable. JFNA provides technical assistance and coaching on evaluations at no cost to the subgrantee.

Q: If an existing staff member paid for by the agency is doing a new PCTI program, is that salary an eligible cost for the grant?

A: Staff working on the JFNA-funded program do not need to be brand new to the agency, they can be existing staff. Please list the portion of that salary that is proportional to the time spent on the PCTI program and review the funding limitations of the grant (Section 2.2).

Q: For brand new projects, can we anticipate that costs in Year 1 would be different than in Year 2, in that startup costs may be more than continuation costs in the following year?

A: Total budget requests for Year 1 and 2 should match, although expenses for specific line items may be different. In the past there have been circumstances where carry-overs were allowed from Year 1 into Year 2. This decision is made on a case-by-case basis and should not be assumed.

Reporting requirements

Q: What are the reporting requirements? Are the reports in line with other JFNA reports?

A: See Section 3.2 for reporting requirements. The reports are similar to other JFNA reports. However, reports are updated and changed with the needs of the grant cycle.

Application and review process

Q: What if I need help with Foundant?

A: For assistance regarding the content of the application before February 24, 2023, please reach out to Aging@JewishFederations.org. The JFNA Foundant Tutorial can be found [here](#) and Foundant technical assistance can be found [here](#).

Q: Do I need to create a new Foundant account if I applied for the Fig Tree grant?

A: If you applied for the Fig Tree grant, you do not need to create a new account.

Q: Can more than one employee have access to Foundant?

A: Yes, an application can have collaborators, meaning that more than one person can have access to the application.

Q: Will there be a penalty if an Intent to Apply is submitted, without an application later on?

A: No, there is no penalty for submitting an Intent to Apply and not submitting an application.

Q: Is a list of prior awardees available?

A: Yes, a list of prior awardees is available on our [Website](#).