



## **Lemsky Endowment Fund/Memphis Jewish Federation Application Guidelines for FY2018-2019**

The Lemsky Endowment Fund of Memphis Jewish Federation, established through the generosity of the late Abe Lemsky z'l, further enables Federation to strengthen the bonds between Memphis and Israel through a variety of programs. <sup>1</sup> The Lemsky Fund has accomplished this by providing support for a variety of programs and activities, including: (a) subsidies for high school and college applicants to participate in summer and/or study and volunteer programs in Israel, (b) financial support for programs of interest about Israel through lecturers, performances, and Israeli emissaries brought to Memphis for the benefit of the greater community, and (c) vital funding for special projects in Israel provided through the Jewish Agency for Israel, the Joint Distribution Committee, and World ORT, to aid new immigrants, the elderly and Israeli populations at risk.

The guidelines and process described below are for local Memphis programs.

### **Funding Criteria**

The Lemsky Fund welcomes applications for programs that are consistent with and supportive of its mission of developing programs which build bridges between the Memphis Jewish community and Israel.

The Lemsky Fund may not have sufficient resources to support all of the proposals it receives, nor is it obligated to fund any proposal. As such, applicants are encouraged to seek other sources of funding in addition to the Lemsky Fund. The Lemsky Fund shall only fund proposals by eligible applicants that:

- **Address the Lemsky Fund's mission and grant making priorities**
- **Fulfill an unmet Israel engagement need in the community**
- **Meet desired program outcomes (see below)**

In addition, program impact, program sustainability, the level of need for support, and quality of agency management also will be considered.

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<sup>1</sup> The Memphis Jewish Federation Board of Directors has the founding documents governing the bequest, and has ultimate authority to determine the appropriateness of any proposed gift from the Lemsky Fund.



## **Eligibility Requirements**

1. An applicant must be a non-profit organization based in Shelby County, Tennessee.
2. Applicants must be tax-exempt under section 501(c)(3) of the Internal Revenue Service Code and "not a private Fund" under section 509(a) of the Code. An applicant may use a fiscal sponsor if the fiscal sponsor meets these requirements and submits a letter to the Lemsky Fund accepting expenditure responsibility.
3. Previously funded applicants must complete the required reports as described below. A new application will not be accepted if applicant is not in "good standing."
4. Fund restrictions - The Lemsky Fund does not make grants to: an educational institution for its regular, educational operations or capital programs, any municipal, state or federal agency, or any programs of a fundraising nature, including capital campaigns. The fund does not support general agency overhead costs beyond the pro-rated salaries of staff needed to manage the specific program to be supported by the Lemsky Fund.

## **Types of Lemsky Fund Support**

1. The Lemsky Fund is designed to support a variety of programs that fulfill the mission of building strong connections to Israel.
2. Lemsky Fund grants for programs in Memphis are one-year awards and are restricted for the specific support of the program or activity pursuant to any final, Memphis Jewish Federation Board-approved grant proposal, including any terms and conditions of such final approval.
3. Lemsky-approved funds may be used only for specific, approved program activities. These are not general operating funds or unrestricted funds. Any prospective changes to the program grant must be discussed with MJF prior to any adjustments.
4. Lemsky Fund grants have ranged from \$2,000 - \$70,000.
  - a. There is a maximum award of \$70,000. However, it is unlikely that an award this size will be made annually.
  - b. Lemsky Fund grants will fund a maximum of 75% of the total program budget for a new program.
  - c. Grant applications must be submitted annually. Funding during one year does not create any entitlement for funding for any subsequent year. As of



the 2014-2015 grant cycle, a returning program may reapply and is eligible for up to 50% of its total program budget. Returning programs must meet all outcome and reporting requirements and are subject to the same annual grant review process and scoring as first year programs.

- d. For purposes of Lemsky grant review, "total program budget" may include salaries and related expenses (pro-rated to time spent on program) but not general, regular overhead costs that pertain to the daily operation of the agency.

### **Lemsky Fund Desired Program Outcomes**

Awards will be given to programs that seem likely to result in one or more of the following outcomes:

- Program participants deepen their understanding of Israel-related issues
- Program participants increase their solidarity with, concern for, and connection to the people and State of Israel
- Program participants increase their connection to the people and State of Israel as evidenced by taking more trips to Israel, increasing charitable giving to Israel, becoming involved in Israel education and advocacy, and increasing attendance at Israel-related programs in Memphis and elsewhere
- Program participants increase their general involvement in Jewish communal life

### **Lemsky Fund Funding Preferences**

In addition to the basic funding requirements and desired program outcomes, the Lemsky Fund encourages programs that a) have a connection to JAFI, JDC, and/or World ORT; b) are structured with significant collaboration with other agencies. The committee is also interested, where applicable, in potential program revenues and clear plans for program sustainability after the Lemsky Fund grant. These preferences will be reflected in the staff vetting and committee scoring of the application.

### **Application Process/Timeline**



- Applications must be submitted electronically to Bluma Zuckerbrot-Finkelstein at [bzuckerbrot-finkelstein@jcpmemphis.org](mailto:bzuckerbrot-finkelstein@jcpmemphis.org) by the close of business on **Monday, February 12, 2018**.
- Incomplete applications may be reviewed upon the sole discretion of the Committee, and points will be deducted for missing items.
- A complete application includes detailed answers to the application's questions, completed Budget Tables Attachments (no more than five pages), and the Mid-Year Impact Report for current Lemsky grantees (no more than three pages).
- The Lemsky fund will send e-mail confirmation upon receipt of each application.
- Every applicant will present its agency's application before the entire Lemsky Endowment Fund committee on **Wednesday, February 21, 2018**. Time slots will be assigned to each applicant.
- Grantees will be notified of awards following approval by the Memphis Jewish Federation Board of Directors in Spring 2018.

### **Grantee Responsibilities**

- Grantees will attend a Measuring Outcomes training session set by Memphis Jewish Federation (Date/Time TBD).
- Grantees are to acknowledge Memphis Jewish Federation in all marketing and publicity surrounding the program funded by the Lemsky grant with the following tagline: "This program is funded ("in part", when applicable) by a generous grant from the Lemsky Endowment Fund of Memphis Jewish Federation."
- FY2018-2019 grant recipients will submit mid-year and final reports.
- Applicants for FY 2018-2019 who received a grant for FY 2017-2018 must be in good standing, having submitted a mid-year and final report about their FY 2017-2018 program. **Mid-year reports are due with the application by February 12, 2018 and final reports by June 18, 2018.**
- Grants are draw-down reimbursement grants. Documented expenses will be submitted for reimbursement by June 15 of the relevant fiscal year.

Please direct all inquiries to Bluma Zuckerbrot-Finkelstein at [bzuckerbrot-finkelstein@jcpmemphis.org](mailto:bzuckerbrot-finkelstein@jcpmemphis.org)



### Grant Review Criteria and Scoring

Point value	Criteria
20	<b>Appropriate Program/Aligns with Lemsky Mission/Program Need</b> Mission, goals, objectives and activities promote Fund mission of building bridges between Memphis Jews and Israel. Demonstrated need for program in the community/Fulfills an unmet Israel engagement need.
16	<b>Program Approach/Implementation</b> Activities are organized and well-planned; Target population(s) clearly delineated; Program demonstrates effective approaches to accomplish goals.
8	<b>Timeline</b> Timeline for both activities and marketing/promotion is clear and reasonable.
10	<b>Program Goals &amp; Outcomes</b> Goals and outcomes are set and clear; Program seems likely to have desired impact. Returning program has proven track record.
10	<b>Outcomes Measurement</b> Goals are measureable. Proposal includes a plan for evaluating and measuring outcomes. Evaluation plan integrated into program.
16	<b>Budget/Funding Sources</b> Budget is clear and provides detailed justification for the amount requested. Project costs are appropriate and reasonable. Expenses are clearly delineated. Other funding sources, and project revenue/income, if any, are identified as planned, pending, or committed.
10	<b>Staff Vetting</b> Program demonstrates tie to either JAFI, JDC or World ORT
6	Collaboration with other local Jewish organizations demonstrated
4	Completed application submitted by deadline in requested format