

Jewish Federation of Greater New Haven
Planning & Allocations Committee

Guidelines for Completing 2020-2021 Allocation Requests

DEADLINE FOR SUBMISSION: Thursday, March 12, 2020, 2:00 PM

This information has been designed to bring together the necessary information required for the Jewish Federation of Greater New Haven Planning & Allocations Committee to appropriately review the allocation requests for beneficiary agencies. The information requested is designed to provide an orderly approach for the presentation of the information required.

The submitted information must be TYPEWRITTEN. Where additional information is needed, use additional sheets of 8 ½ x 11- inch white paper. All numbers are to be rounded off to the nearest dollar. Please do not use decimals. Please use commas in the numbers. All pages must be numbered.

If you have additional pertinent material you wish to provide, either in terms of financial data or agency programs, please submit this material separately to the Federation for review by the Planning & Allocations Committee. Any questions about additional material should be directed to Judy Alperin at 203-387-2424, ext. 231 or jalperin@jewishnewhaven.org.

A summary cover page is enclosed which must be submitted as the cover page to your organization's request. The following information should also be submitted in as briefly a format as possible. **Narrative sections may be in bullet or outline format.** You will be notified if the Planning & Allocations Committee desires additional information.

1) Budgetary/Financial Information

- a) **Financial statements/budgets** reflecting the following:
- i) Last fiscal year (2018-2019) actual expenses (*12 months*)
 - ii) Current fiscal year (2019-2020) approved budget (*12 months*)
 - iii) Current fiscal year (2019-2020) actual/estimate operating budget (*12 months*)
 - iv) Coming fiscal year (2020-2021) proposed budget (*12 months*)

Financial information is preferred in landscape-oriented, spreadsheet format, with the columns consistent with the four (4) categories above. A blank form (or MS Excel data file) is available upon request from Deb Cole at 203-387-2424 ext. 219 or dcole@jewishnewhaven.org. It is preferable for budget lines to be grouped by category, e.g. personnel expense lines grouped together as opposed to being dispersed throughout the spreadsheet. Subcategory subtotals are at your discretion. Total Expenses and Total Revenue must be totaled.

- b) Summary outline of **significant increases or decreases** in your organization's finances. Rather than a line-by-line analysis, please highlight the significant variances and changes in your budget. What factors constitute the major variance between your current year operating budget and your current

year actual/estimated budget? What are the more significant changes, up or down, in your proposed (2020-2021) budget?

- c) Please outline your organization's fundraising efforts, programs, and events. **Fundraising programs/events should be itemized noting the approximate dates, activity description, estimated receipts (goal).** Submission of this information does not imply Federation endorsement of the agency's fundraising plans. **Agencies are expected to respect the primacy of the Federation's annual campaign as per Federation by-laws section 1.3E, "Recognizing that it is in the best interest of all member agencies to focus community attention and participation on the UJA/Federation campaign during the months of October, November, December and January, member agencies shall strive to plan fundraising projects so as not to unduly divert attention from the campaign during these months". Significant fundraising plans, or dramatically changed fundraising plans must be reviewed with the Federation.**
- d) Tier One Agencies must submit an **independent financial audit** or **certified financial statement** for the most recently completed fiscal year. Non-tier One Organizations should submit their audited or independent financial statements if they have them. If they do not have an independent financial audit please submit additional information about the organization's fiscal controls and financial accounting systems.
- e) If your organization is in receipt of an auditor's issued **Management Letter** for the most recently completed fiscal year, please submit it **confidentially and exclusively** to the Federation CEO.
- f) **Expedited Process-** Non-Tier One Agencies may apply to be considered for an expedited process that will not require a meeting with the Planning & Allocations committee and may require less detailed material submission. The Planning & Allocations committee reserves the purview to request additional information, as well as an in-person meeting. Should you wish to apply for the expedited process, please email Judy Alperin: jalperin@jewishnewhaven.org.
- g) Agencies operating in **surplus or deficit situations** should articulate reasons for the variances. If the agency ran, or intends to run, a surplus, the agency must inform the Federation how it intends to apply the surplus funds. If the agency ran, or intends to run, a deficit, the agency must inform the Federation how it intends to manage the deficit. Agency plans to address any accumulated deficits must also be submitted.

2) **Narrative Information**

- a) In an organized and concise format, please outline service delivery statistics and management information data enabling an informed understanding of your organization's services and programs.
- i) Summary data should be provided for key service categories, programs, and/or department activity, comparing current year to prior year.

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- ii) Schools are required to provide grade-by-grade enrollment for the current 2019-2020 year, as well as projections for the 2020-2021 proposed year. Tuition and fees summary data should also be included. **Information must be included about the students including date of birth, home address, phone number and grade level in an excel sheet format.**
 - iii) Briefly identify your agency's top achievements of the last year.
- b) To best understand your plans for the coming year, in summary format please identify your major plans for 2020-2021 including service priorities, new initiatives, special projects, program cutbacks or eliminations.
 - c) Agency staff structure. Please provide a summary analysis of your organization's staff by category and/or department noting full-time equivalents (FTE) and any planned changes for 2020-2021.

Documentation that MUST be included:

- a) **A list of supplementary fundraising programs** planned for the period of September 1, 2020 to August 31, 2021, including the amount expected to be raised (gross and net) and dates.
- b) Your most recent **audited financial statement or financial review, including a balance sheet** from the most recently closed year. If you do not have such a review, please indicate why and explain what type of financial reports you do have.
- c) A **summary financial report** for the most recently closed quarter (unaudited)
- d) **A copy of your most recent strategic planning documents, if available.**
- e) **A copy of your mission statement.**
- f) **Schools:** Please submit an **excel sheet list** (printed and emailed) of students enrolled in the 2019-2020 school year with name, home address, phone number and grade level. Please also provide a tuition schedule.

Summer Camps: please attach a list of campers enrolled this past (2019) season, with name, home address and phone numbers. Please also provide a fee schedule.
- g) Include copies of the following:
 - 1. An updated list of your agency's **board members** including names, addresses, phone numbers and emails.
 - 2. A list of your **professional staff** with titles and emails.

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3) Core Commitments of the Jewish Federation

The Jewish Federation of Greater New Haven is constantly striving to strengthen its relationship with its member agencies and to ensure that the needs of the local Jewish community are being met as effectively as possible. To accomplish these goals, we depend on the cooperation of the agencies in all aspects of our work.

- a) It is important to note that Core Funding requests are not guaranteed and do not represent an “allocation floor.” Core Funding and other potential grant processes are tools by which the Allocations process can direct funding to support the beneficiary organization, in general, and to provide targeted funding to enable the implementation of programs of highest priority and relationship to the strategic direction of the organization and the Federation.
- b) The Allocations Committee will naturally assess the applicant’s ability to execute the proposed program/service. Should a grant process be undertaken, the Planning & Allocations committee will look favorably on initiatives which reflect strategic collaboration and partnership with one or more organizations

Tier One Agencies

- The agency must actively participate in the Federation’s planning process, must conform to the Federation’s Master Plan and develop programs consistent with the plan, must actively participate in the Federation’s annual campaign and must supply the Federation with their complete membership list annually.
- Every Jewish member of the agency’s governing board who resides in the Greater New Haven area, must be a member of the Federation, must actively participate in the annual campaign and must make a meaningful contribution to the annual campaign.
- The agency must have a tax-exempt status under S501 of the Internal Revenue Code.
- **The agency must prominently display on all written materials its membership in the Federation.**

All Beneficiaries

- **No Tier One or Tier Two member agency shall solicit capital funds directly or indirectly unless permission has been granted by the Jewish Federation.**

REAFFIRMATION OF MUTUAL RESPONSIBILITIES

- The Federation’s primary functions are to coordinate planning, programming and fundraising for the Jewish community of Greater New Haven. Its commitment to raise funds for overseas needs, its member agencies and other programs meeting the social welfare, education, health, housing, benevolent or religious services of the Jews of this community comes with an expectation that recipient agencies will take certain actions to assist the Federation. **Without this cooperation, we,**

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as a community, cannot succeed. It is important to regularly reiterate these expectations, so they stay fresh in our consciousness. All member agencies signed their acceptance of these commitments when the Federation's by-laws were adopted. Non-member agencies that receive funding are encouraged to cooperate with these guidelines.

4) Organizations without IRS 501(c)(3) status

Organizations without IRS 501(c)(3) status wishing to apply for funding must "team" with an IRS 501(c)(3) Jewish agency or institution that will serve as administrator. All IRS 501(c)(3) Jewish agencies and institutions serving as administrators must be recognized by the Federation. A description of the relationship between the two organizations should be submitted.

5) Fiscal Years and Distribution Schedules

- a) If you are not on a September 1 – August 31 fiscal year, please inform us when your fiscal year begins and ends.
 - b) Most Federation allocations payments will be made monthly. A revision to the allocation payment schedule is at the discretion of the Federation and modifications should not be assumed. The Federation will provide written confirmation of your distribution schedule.
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