

Policies and Procedures

Eligibility:

- Grants are customarily made on a one-time basis.
- Projects must be part of an organization with a 501(c)(3) tax status.
- Projects are consistent with the mission and goals of JWF.

Criteria:

- Grant recipients will live in Broward County, Israel or other international Jewish communities.
- Proposals must address a genuine need and be based on merit.
- Grants will generally be a source of original support for projects and not a replacement of other sources of support, including deficits in annual operating expense.
- Proposals relate to the goals and purposes of the applicant organization
- Goals, objectives, results, behaviors changed, outcomes and results must be congruent.
- Outcome measures effectively evaluate performance
- Proposals must reflect the mission of the JWF empowering Jewish women and/or girls and
 - Describe program's need
 - Promote social change in Jewish women and/or girls
 - Provide measurable results
 - Reflect the geographical areas of Broward, Israel, United States and/or Jewish communities overseas
- Organizations requesting grants are required to submit approval from their Board or authorizing body and Agency Director
- Organizations accepting a grant will agree to
 - Submit a final review of the use of funds and the impact of the program/service
 - Publically acknowledge that the funding, in whole or in part, was made possible through a grant from the JWF of Broward County.
- Organizations seeking financial assistance for projects will share in financing such projects by using their own funds or seek support from their own constituents and other sources to the extent possible. Unless there are strong mitigating circumstances, which will be judged on a case-by-case basis, there will be no exceptions.
- Each grant application must be accompanied by a detailed annual budget to receive funding. Administration and fundraising expenses must be within a reasonable percentage of the total budget.
- Collaborative efforts between organizations and funders where appropriate are encouraged.
- Acceptance of the grant will include agreements to:
 - Complete JWF's evaluation process by the required date(s)
 - Permit on-site visits of Grants Committee members and/or JWF alliances
 - Publication of JWF's involvement with the proposed project/program on all related materials
 - Permission to allow the JWF to publish the organization's name, project/program, photographs, etc.

Limitations and Restrictions:

- The following documentation must be included or will be considered a 'fatal flaw' and the proposal will automatically not be granted
- Support for proposals in Broward and Israel will have preference.
- Grant funds must be used within the time frame for which they are intended.
- Applicants are generally considered on a one-time basis only, unless a multi-year proposal is accepted due to the nature of the project.
- Applications must be delivered in hard copy AND electronically in a timely manner.
- If an organization does not begin the funded project within six (6) months of receiving the grant approval, the funding will be automatically revoked, without prior written consultation between the Grantee and the Foundation.
- Grants are generally not made to fund the normal operating needs of the organizations, political campaigns, an individual, ongoing staff and operational expenses, ongoing repetitive programs, or programs and services already available.
- If there are special and compelling circumstances why such assistance is needed on a limited basis, JWF will consider these on a case-by-case basis.
- JWF of Broward will not pay for or fund political campaigns, provide scholarships, make loans, or purchase tickets/tables of special events.
- Start-up and initial funding for new projects are limited to up to two (2) years. In this instance, the organization must demonstrate continuity of the program by identifying future funding sources once JWF funds are no longer available.
- Payment for awarded grant will only be issued upon written notice; proper documentation and receipts that funds have been expensed for the approved grant must be submitted to JWF prior to the funds being used. To receive full funding, all expenses must be submitted for final evaluation by the JWF.
- JWF will accept no more than two (2) proposals for each organization per grant cycle. A separate letter of initial inquiry must be submitted for each proposal and marked in priority order.
- Final invoices will be paid only after grantee has completed all final invoices.
- Please limit narrative to the three (3) pages of this application. Font size 12 is required on this and all forms.
- All notices will be sent via USPS mail. Emails and faxes may also be used to supplement and expedite notice.

Fatal Flaws:

- Required information of 'Cover Page' must be complete
- The project must reflect at least one of the following objectives in Jewish women and girls:
 - Change attitudes, behaviors and practices that affect a positive, lasting change in women and/or girls
 - Increase public awareness of issues directly affecting the lives of Jewish women and girls

Required documentation includes:

- Grant Cover Page (1 page)
- Grant Application (5 pages)
 - Organization and Project Information
 - Project Evaluation
 - Organizational Financial Information
 - Project Budget and Staffing

Other required documentation includes:

- Organization's current fiscal year operating budget
- Project Budget, specifying the following items: Source of other funds, use of consultants, and organization's intent to cover any project deficits. What percent of total project budget is being requested from JWF of Broward?
- List of organization's Board of Directors and officers
- Letter of grant support signed by Board President and Agency Directory
- List of organization's executive staff and titles
- Resume or job description(s) of the proposed Program Director and each proposed position that will provide direct services
- IRS Letter (United States) certifying 501(c)(3) tax-exempt status, or letter indicating status is 'pending' or Tax status (Israel) certifying Amutah or Mossad Tziburi
- Organization's most recent Financial Audit and Statement
- Organization's most recent Annual Report, if available
- List of foundation, government and corporate funding sources and all other sources of income, including amounts of most recent fiscal year
- Organization's Strategic Plan, if available

Evaluation Process:

- Grants will be awarded through the JWF of Broward on an annual basis.
- JWF's fiscal year is July 1st to June 30th.
- Grant cycle timeframes include:
 - Grant proposals are due prior to December 1st
 - Review process will take place between December 15th and March 31st
 - Grant awards will be announced by April 30th
 - Funds will be distributed as of June 1st
- Required reports include the completion of 6-month and final reports
- Plan, goals, objectives and evaluation process clearly indicated what aspects of the project are being measured
- Results are assured through accurate performance measurements
- Effective grantee's managerial systems are in place
- Assurance is clearly demonstrated that:
 - Administration of program is effective
 - There are meaningful, expected outcomes and changes

- The budget for the program is suitable and the request for funding is appropriate
- The methodology of the program is sound
- There is evidence of compliance with organization's previous and current grants