

Jewish Federation of Broward County

2020 - 2021 Funding Request Instructions

1. Calendar of Important Dates:

Monday 11/4/19	RFPs issued for all programs. (Programs in the midst of multi-year funding not effected.)
Monday 11/4/19 3:00 pm	Bidders conference.
Friday 11/25/19	Letters Of Inquiry for new programs due.
Monday 12/16/19	Optional Draft Proposals due (optional review before final submission.)
Friday 1/24/20	Letters due from multi-year funded programs stating intention to continue providing program in the coming year.

Friday letter 2/3/20, noon Proposals due

2. Letter of Inquiry

- Letters of Inquiry must be submitted for programs which are not currently being funded by the Jewish Federation of Broward County.
- The Federation will contact you if you are invited to submit a full proposal. Please do not submit a proposal for a program which we are not currently funding unless, and until, you receive permission to do so.

3. Submissions:

- Funding requests must be submitted electronically, along with all required supporting documents.
 - Funding requests must be submitted using Jewish Federation of Broward County forms.
 - All requested information must be provided, and all questions must be answered.
 - Documents should be submitted to: proposals@jewishbroward.org .
 - Proposal narratives and success stories must be submitted as Word documents. Budgets should be submitted as Excel documents. All other documents (brochures, photos, etc.) should be submitted as PDFs. (These additional items cannot be included inside proposal narratives, etc. but must be separate files.)

- Your subject line must state Agency Name – Program Name – Program Area - FY 21 RFP.
- Files should be labeled as follows:
 - Agency Name – Program Name – Program Area - FY 2021 – Proposal
 - Agency Name – Program Name – Program Area - FY 2021 – Success Stories
 - Agency Name – Program Name – Program Area - FY 2021 – Budget
 - Agency Name – Program Name – Program Area - FY 2021 – Budget Narrative
 - Agency Name – Program Name – Program Area - FY 2021 – Audit
 - Agency Name – Program Name – Program Area - FY 2021 – Emergency Plan
 - Agency Name – Program Name – Program Area - FY 2021 – Succession Plan
 - Etc.
- Proposals will not be accepted after noon on 2/3/20. Incomplete proposals, or those lacking all required attachments will also not be accepted.
- Programs may only be submitted in one of these 4 categories. If you are uncertain which category your program belongs in, please discuss with Barbara Levin, Director of Allocations, Grants and Governance at blevin@jewishbroward.org or 954 252-6970.

4. Required Items to be submitted:

- A separate proposal/Funding Request Form must be submitted for each program for which you are seeking funding. All sections of the grant application must be completed, and all attachments included.
- Two budgets
 - a. Budget narratives must be submitted with the budgets.
 - A complete agency budget (which may be in the agency’s format) should show the current year’s budget and the proposed agency budget for 2020 – 21; and
 - A program budget must be submitted with each proposal using the excel workbook provided by the Federation. All fields and requested information must be completed.
 - All submitted budgets must be balanced – showing projected funds to cover all expenses. (In some cases this will require showing that funds are being drawn from an endowment, or that specific grants are anticipated but not yet committed.)
 - b. Budget narratives must explain budget lines and make clear any budget item that is not self-explanatory.
 - Budget narratives should specify how you arrived at specific costs. (i.e. Travel expenses = 2 employees X 300 miles of reimbursed travel a year at a reimbursement rate of 53.5 cents per mile =\$321/year.)
 - When grants are listed as sources of revenue, specify the grant funder(s), and whether the grants have already been approved, are under consideration by the funder, or have not yet been submitted.

- If you will need to pull money from your endowment or restricted funds to cover costs which are not covered by current income, please make this clear in the narrative.
- The agency's most recent certified audit must be attached. Agencies without a certified audit may submit their most recent 990 tax return instead. (These can be submitted as a pdf. file.) If your agency does not have an audit or 990, speak to the agency professional for your area to make alternate arrangements.
- An Up-to-date agency emergency plan approved by board of your directors must be attached.
 - a. Plan must, minimally, include: 1) who will be in charge in the event your chief executive is unavailable on a long-term or short-term basis, and what triggers placing that person in charge, 2) Where would your staff meet, and where would services be offered, if your building was inaccessible or unusable on a long-term or short-term basis, 3) How are you backing up data, and plans to address the most likely risk scenarios including ransomware attacks or loss of computers due to fire or water, 4) How would you cover immediate additional expenses in event of an emergency, and 5) How, and under what circumstances, will you contact the people who use your services in an emergency. More robust plans are recommended.
- A succession plan.
 - None of us like to think about losing key people. But it's critical to plan ahead so that our agencies, and the important work they do, continues. Your succession plan (which should include input from staff and the board of directors) should begin outlining how your agency is planning to move forward after your executive director/CEO/founder retires or departs for any other reason. (Are you training other people to take his/her role? If not, how do you plan to find a replacement? How long will that take, and how will you keep going during the transition?) It should also outline how you plan to move forward if your ED/CEO or another key staff member were to unexpectedly be sidelined temporarily or permanently. (If a key person such as your CEO, CFO, Lead Programs Manager, IT manager, were to suddenly to suddenly leave due to illness, injury, death, etc., how would you keep going.)
- Two new success stories which have not previously been submitted in RFPs or Quarterly Reports) must be attached to each proposal. Success stories talk about the difference the program made in a particular family or individual's life. If you have not already started your program, submit two stories of individuals or families who desperately need your program, talk about their lives without your program, and then state what would be different if your program existed.

5. Questions may be submitted to:

- Elderly & Dire Needs, and Special Needs Proposals: Barbara Levin: 954 252-6970 blevin@jewishbroward.org;
- Jewish Identity: Evan Goldman: 954-660-2078, egoldman@jewishbroward.org or Rabbi Arnie Samlan: 954.660.2073, rsamlan@jewishbroward.org
- Israel and Overseas: Bruce Yudewitz 954-252-6979 byudewitz@jewishbroward.org or Evan Goldman: 954-660-2078, egoldman@jewishbroward.org

6. Funding awards: All awards are provisional and will be for the Fiscal Year beginning July 1, 2020. Agencies will not be able to draw down their awarded funds until all required documents have been submitted. If the program is funded the following items are required to be submitted to receive the grant funds:

- Award letter, signed and returned
- 2020 - 2021 board list
- Any requested responses or revisions requested in the award letter
- All required reports for all funding from the 2020-2021 fiscal year. *(Including quarterly reports for all your agency's Jewish Federation of Broward County funded programs.)*
- Agencies will not be able to draw down further funding during the year unless all required documents are up to date at the time they seek to draw down funds. Minimally, this means all quarterly reports will need to be up to date for an agency to draw down funding each month. If other documents or information has been requested by the Federation, those items will need to be up to date also.

7. Additional Funding Requirements: Participation in Appropriate Networks

- Organizations that receive grants for Jewish Education and Engagement will be required to participate in the appropriate professional networks on an ongoing basis, in order to promote collaboration and planning. These networks include: Jewish Early Childhood Professionals, Youth Professionals Network, Heads of Day Schools, and Congregational Educators Network.

8. Definitions and important points to consider in preparing the funding request:

- Goals and Objectives
 - Every program should have at least one goal. The goal is what you ultimately want to accomplish by undertaking this program. It's the purpose and the reason for the program.
 - Each goal should have objectives attached to them: Objectives are concrete measureable sub-goals. This is how you measure if you are being successful in achieving the goals.
 - SMART GOALS & Objectives should be Specific, Measurable, Attainable, Relevant, & Time-bound.

- **Impact:**

As a funder the Federation is concerned with impact, not just activities. Impact means the difference you make in lives and in the community. It does not refer to the number of people who participate, the number of activities you offer, or the type of activities you offer. (i.e. If a family receives counseling and economic assistance that results in their avoiding foreclosure, the impact is that a family was able to continue living in their home, avoiding foreclosure - and possibly that as a result, the children were able to continue attending the same school, etc. The impact is not that they attended counseling or received financial help.)

- **Measureable impact:**

It's important to be able to actually measure (prove) impact. (i.e. I might offer a program that builds feelings of connection to the Jewish community, but how do I measure those increased feelings of connection?) Ways of measuring impact include surveys, pre and post-tests, or by designating specific **measureable actions** (in the aforementioned examples those surveys or tests would need to demonstrate feelings of connection to the Jewish community.) You will need to plan ways to measure your impact from the very start in order to ensure you will have measureable indices of impact at the end. Some programs have much more easily measured impact than others. But all programs need to come up with some way to measure impact. (For example, a food bank could survey recipients to ask if they are skipping fewer meals/eating more healthfully, etc. or a school might use multiple measures including the number of students who get scores above a certain point on specified standardized tests.)

- **Measurement tools:**

Tools of measurement can include surveys, tests, etc. In designing or selecting measurement tools, you should consider what success would look like, and then choose tools that will measure that. (i.e. if your goal is to increase the number of children attending Jewish camps through the use of scholarships, you may want to survey each of your scholarship recipient families and determine whether or not they would have sent their child to a Jewish camp if they had not received the scholarship.)

Tools of measurement refer to tools which are specific enough and have results which are specific enough, that another person not related to your agency could use the same tools and look at the results obtained, and come to the same conclusions about impact.

Measurement tools need to be selected right from the start. Attach samples of the selected tools to your application.

- **Breadth of Impact:**

In addition to knowing how deeply you touched your program's participants, we would also like to know how many people your program touched.

We would like to know: 1) How many people you will serve? 2) How many of those will be Jewish? 3) How many will be from Broward County? 4) How many will have disabilities? 5) How many will be low income? 6) Anything else you think is important for us to understand how wide an impact your program will have, including which geographic sections of the county or specific demographic groups such as Israelis, Latin Jews or other sub groups in the community you will serve.

We also want to know how many services you will provide to those recipients through this program. (For instance, a food bank might serve 200 unique individuals each year, but those people might come multiple times, with the result that the food bank receives 1000 visits a year.) Each program may need to use a different way of expressing the number/intensity of services it provides. (For instance, a preschool may want us to know that it provides 40 weeks a year of 3 day a week, 6 hour a day, classes, while a counseling program may want us to know that it provided a total of 300 counseling sessions.)

- **Documentation and Record keeping:**

All programs require record keeping. (And not just for the Federation!) It is critical to decide carefully which records and data need to be kept, and how and where they will be kept before beginning. There should never be a situation where if one person leaves your staff, you are unable to tell what happened before they left. Record keeping does not need to be complex, but it does need to allow you to quickly and effectively assess your program and progress and report on it. Generally, less complex is better.

- **Target population:**

The target population should be identified specifically (e.g. Broward County seniors, over age 60, caring for an elderly spouse).

- **Inclusivity:**

As a community, it is critical that we represent and serve everyone. Unless we plan ahead, some members of our community will wind up being unintentionally excluded.

Questions regarding inclusivity are NOT just for those with programs specifically geared to serve special needs populations. These questions are meant to encourage all of us to consider how we can make our regular programming accessible to those who often are excluded.

Please consider carefully, how you will make your program accessible to everyone. How will you help ensure that people with disabilities have the fullest possible access to your program?

How will you serve Latinos, Israelis, etc.?

How will you serve economically challenged families?

How will you let people who may be used to being excluded (and therefore may not contact you) know that you want to include them, and have accommodations in place?

- **Collaboration:**

Collaborations can make our agencies and programs far more effective than they would otherwise be. Collaborations involve leveraging resources and sharing a commitment to the success of programs. Collaborations can allow agencies to far more effectively recruit and serve clients, and to provide superior, more efficient programming, etc. than either could individually.

- **Sustainability:**

Proposal should demonstrate how the program can be sustained programmatically and financially beyond the initial funding period.

9. Additional requirements for agencies that receive funding

- **Agencies will be required to submit semi-annual reports for all funded programs.**

- Semi-annual reporting will replace quarterly reporting.
- Semi-annual reports must be use the Federation template.
- Semi-annual reports must be submitted to proposals@jewishbroward.org.
- Two success stories must be included with each semi-annual report.
- Semi-annual reports must be submitted whether or not a program is up and running during the reporting period. (i.e. if you run a summer camp, you will still need to submit the winter semi-annual report.)
- Checks will not be issued to agencies that are not up to date with all their reports.

- **Agencies are expected to assist the Federation to raise funds to benefit our community.**

- Agencies and programs receiving funding from the Federation must assist the Federation to raise funds in whatever way possible, so that we can continue to support you and other worthwhile programs and agencies.
- Stories that demonstrate the need for, and impact of, your program, which can be shared with potential donors, (in person, on social media, and via mail and email) must be submitted to the Federation on a regular basis. Where possible, these should be accompanied by photos that can be shared.
- Membership lists and parent lists must be shared with the Federation to assist in expanding the Federation's database and number of individuals who receive Federation emails, etc. Recipient agencies must take the measures necessary to obtain permission from members and parents to share this information.

- Recipient agencies should assist in raising volunteers to help with Super Sunday fundraising efforts.
- **Agency events**
 - Agencies should invite Federation representatives to key recipient agency events, without additional expense to the Federation. (Federation funding is provided to grant recipients through the grant process, not through sponsorships or purchase of tables at fundraising events.)