



Unrestricted Grant Program Grant Guidelines for Applicants

PURPOSE OF THE PROGRAM

The unrestricted grant program of the Foundation is designed to complement the Jewish Federation's allocation process and not to duplicate or supplant it, by providing charitable organizations and Federation partner agencies with the opportunity to access funding which is not available through the allocations process.

PURPOSES FOR WHICH GRANTS WILL BE CONSIDERED

Grants must fall within one or more of the following purposes:

- a) to provide resources to meet critical emergencies primarily in the local Jewish Community;
- b) to fund:
 - i. research, publications and cultural development of and for the local Jewish Community;
 - ii. experimental, innovative or new projects of importance or value to the Jewish Community, whether local, national, or international, which have an impact on the local community and are not included in an organization's operating budget;
 - iii. scholarships related to Jewish services, education, professional development, and social and community activities which impact the local community;
 - iv. creation and expansion of services, equipment, facilities and special projects beyond the funding capabilities of the annual Federation campaign;
 - v. capital projects and improvements which will benefit the Jewish Community locally, nationally or internationally and which have a direct relationship to the local community.

Grants from the unrestricted funds should **not** be used for:

- a. ongoing operating costs of charitable organizations;
- b. projects of more than three years duration;
- c. fund-raising campaigns;
- d. deficit/debt reduction;
- e. Israel projects with no impact on the local Jewish community;
- f. commercial endeavours.

GRANT CRITERIA

Proposals should specifically and precisely describe:

- a. clear and specific goals and objectives;
- b. priority of need;
- c. scope of project or program;
- d. benefits of project or program;
- e. quality of project or program design;
- f. credibility and experience of sponsoring agency and personnel;
- g. applicant's capability to achieve the desired outcome;
- h. adequate staffing to carry out the project or program;
- i. method of monitoring, evaluation and reporting;
- j. financial participation of the sponsoring agency;
- k. sufficiency and reliability of financial data, including other prospective sources of income;
- l. fiscal accountability and control;
- m. impact on the local Jewish community.

Priority consideration will be given to projects that:

- 1. demonstrate clear need;
- 2. have other sources of funding beyond the Foundation;
- 3. are consistent with the charitable purposes and priorities of the Jewish Federation;
- 4. show clear benefits;
- 5. are innovative or new and of importance to the Jewish community;
- 6. have an expectation of ongoing funding if the project is to continue beyond the grant period;
- 7. are likely to have broad Jewish Community significance;
- 8. are undertaken collaboratively between two or more institutions;
- 9. do not duplicate existing community services and programs.



GRANT CONDITIONS

1. Grants will be made exclusively for charitable purposes, only to "qualified donees" under the Income Tax Act (Canada).
2. Generally, the project or program will commence after the grant approval is given.
3. Grants are generally for a one-year period. No program will be funded for more than three years, and applicants must apply for funding each year.
4. The Governors of the Foundation may impose conditions as they deem appropriate.
5. If allocated funds are not requested within twelve (12) months of grant notification, the grant will automatically lapse, unless the recipient submits a written status update and requests a one-time extension (up to six months, subject to approval).
6. Grant funds must be used only for the specific purpose approved. Any unused portion must revert to the Foundation.
7. All grant recipients' publicity and promotional materials relating to the funded project must acknowledge the Foundation as the grantor of funds.
8. The maximum grant amount for a project or program is \$25,000.
9. Applications for small capital projects may request more than \$25,000, provided the total does not exceed \$75,000 and can be disbursed over a maximum of three years, not exceeding \$25,000 per year.
10. Capital project funding requests exceeding \$75,000 are subject to additional review and are not guaranteed.

GRANT PROPOSAL GUIDELINES

1. Proposals must have the sanction and approval of the applicant organization's governing board. Applications by Federation must have prior approval of the appropriate standing committee.
2. Proposals must conform to the format and requirements of the Grant Distribution Committee.



EVALUATION PROCESS

1. Grant recipients must submit written program and financial evaluations at intervals set by the Grant Distribution Committee, no less frequently than every six (6) months, and a final program and financial report within ninety (90) days after the end of the grant period.