

Please use Endowment Grant Guidelines when preparing full proposal.

## **POLICY STATEMENT**

### **I. PURPOSES**

Allocations from the General Fund of the Jewish Community Endowment Fund shall be made to enhance and maintain the quality of Jewish life and to serve as a reserve to help meet emergencies in the Jewish community.

### **II. RECIPIENTS OF GRANTS**

Allocations are limited to organizations which have appropriate tax deductible status and provide requested information.

### **III. IMPLEMENTATION OF GRANTS**

A. Grants from the unrestricted Endowment Fund shall be in accordance with the following criteria:

1. Grants that focus on new methods of addressing problems or providing service, research, scholarships and training opportunities in the social welfare, health, educational, community relations, and cultural fields.
2. Emergency grants, which will be made only to address problems brought about by external emergencies outside of any agency's control that are of major concern to the Jewish community and that create extraordinary needs that cannot be funded from annual budgets of the Federation or its agencies.
3. Other grants may be made to fund meritorious projects that are one-time or non-recurring.

B. Project grants should be a source of original support rather than a replacement of other sources of support and should not be used to support any agency's regular, ongoing activities and programs.

C. Grants for capital equipment or projects, with a depreciation of five years or less, will not be allocated from the capital reserve fund, but can be allocated as a seed project.

D. Decisions regarding grants shall consider:

1. Priority of need and importance within the Jewish and/or general community or within the individual agency.
2. Scope of project; number of people served and geographic area.
3. Quality of project design and method of evaluation.
4. Credibility and experience of sponsoring agency and personnel staffing the project.
5. Organization's financial data status, based on submission of audited financial statements.
6. A plan for future funding of the project after completion of the grant period.
7. Amount of capital, endowment, or other funding sources available to requesting agency.

E. Grant proposals must be submitted using Jewish Community Endowment Fund completed forms according to Jewish Community Endowment Fund guidelines.

- F. The written endorsement of the Board of Directors of the sponsoring organization must be submitted with all grant requests.
- G. Project grant recipient must make prescribed periodic program and financial reports to the Jewish Community Endowment Fund Committee on the development of the Fund projects.

#### IV. GUIDELINES FOR CAPITAL PROJECTS

- A. In order for an agency to receive JCF approval of its capital project, and before an agency can approach the Federation and/or the Jewish Community Endowment Fund for financial resources, the agency must complete the first two stages of a three stage approval process:

Stage I:	Initial Approval of Concept
Stage II:	Approval to Commence Fund Raising
Stage III:	Approval to Commence Construction

- B. In order to receive approval, an agency's capital project must meet the following objectives:
  - 1. Capital projects must serve communal needs as mandated by a community planning process;
  - 2. Projects must be financially feasible with fund raising plans sufficient to achieve the goals of the project;
  - 3. The development and construction process of projects must ensure that they will be well designed and well built;
  - 4. Adequate funding must be put in place at the inception of the project for the future maintenance and continued operation of the building; and
  - 5. Consultation between JCF and agencies must continue throughout the project's implementation.
- C. The following steps should be completed prior to submission of a full grant proposal for any capital project requesting funding from the Jewish Community Endowment Fund:
  - 1. The capital project must receive at least "Stage 2 approval" as defined by the capital planning process of the Capital Planning Committee of the San Francisco Federation. Each agency seeking a capital grant should be made aware that this approval by the Federation's Capital Planning Committee is instrumental in being considered for a capital grant from any Jewish Community Endowment Fund source.
  - 2. An agency seeking a capital grant must first complete a brief Letter of Intent for review by (i) the appropriate Planning and Agency Support Committee of the Federation and (ii) the Endowment staff. Each agency should be encouraged to submit the Letter of Intent as early in the project as possible, at a minimum 45 days prior to the proposal submission deadline.
  - 3. Each grant proposal must have demonstrated full participation by its Board members in the capital campaign. It must also have commitments for at least 25% of the capital campaign goal.

4. Each grant proposal must demonstrate that a certain percentage of the collected gifts will be allocated to an endowment portion of the capital project. The Federation's Capital Planning Committee will recommend the minimum level of endowment required for each project on a case-by-case basis.
- D. The amount of a capital grant from the Endowment Fund will be limited to up to the lesser of ten percent (10%) of the project or \$1,000,000, but this limit should in no way be construed as a guaranteed \$1,000,000 grant for each project. Campus projects are highly encouraged, and each major project within a proposed campus can be reviewed separately subject to the same financial guidelines listed above. This limitation will be applied to the full capital project planned. Multiple grant requests based on the phasing of projects will not be considered.
  - E. Capital grant requests for endowment funds for capital projects are preferred over grants for the building costs or other capital needs of the project.
    1. Grants to endowment of some capital projects may be taken from the corpus of the Endowment Fund if the Endowment Committee recommends that action to the Federation Board. It is preferred that any grants made to agency endowments be held at the Jewish Community Endowment Fund in a restricted fund or supporting foundation for that agency.
    2. Any grants to the building or other capital needs of the projects will be taken from the allocated program dollars subject to the spend guideline of the Endowment Fund and therefore may result in less dollars available for allocation for other purposes.

## V. IMPLEMENTATION OF LOANS

Under certain conditions, loans may be more applicable than grants, particularly when agencies or projects have appropriate fundraising capabilities.

- A. No loan shall be made unless the request would qualify for an Endowment grant; e.g., as an emergency, seed, or capital project.
- B. A satisfactory loan repayment schedule with supporting documentation as to how the loan repayment can be met within the specific time frame shall be submitted with the loan request.
- C. The interest rate on each individual loan will be fixed by determining the current interest rate being earned by the philanthropic funds of the Jewish Community Endowment Fund calculated annually, which will be a variable rate.
- D. The board of the requesting organization shall submit to the Federation a copy of the minutes of the board's resolution acknowledging the loan and an executed note.
- E. The loan shall be documented by a written agreement which shall contain, among other items, the steps which will be taken by the Federation in the event of default.
- F. The Federation shall be informed by the executive director or the board of directors if there are any substantial operational or financial changes within an organization that has an outstanding loan from the Jewish Community Endowment Fund.

VI. ENDOWMENT COMMITTEE STRUCTURE

- A. The Distribution Committee of the Jewish Community Endowment Fund is made up of the members of the Jewish Community Endowment Fund Committee which will review grant proposals and evaluations annually.
- B. The Distribution Subcommittees are responsible for reviewing and making recommendations for each special category of grant proposals, and all Jewish Community Endowment Fund Committee members are welcome at any and all Distribution Subcommittee meetings.
- C. Seed funding requests from Jewish Community Federation beneficiary agencies which may require potential ongoing funding shall be reviewed by the appropriate Planning and Allocations Committee.
- D. An Endowment Fund Committee member who is the president or chief executive officer, or chief proponent, of any organization requesting a grant should declare his or her interest at the beginning of discussion on the grant proposal, abstain from voting, and withdraw from the meeting following the presentation and during sessions considering the proposal, if requested to do so.
- E. Policy Statement and Guidelines shall be reviewed periodically by the Jewish Community Endowment Fund Committee.

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