



## FEDERATION CJA COMMUNITY GRANTS

### POLICY GUIDELINES FOR APPLICANTS

#### 2016-2017 funding cycle

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Federation CJA (**FJCA**) provides non-profit organizations with funding to support direct poverty relief and social service initiatives and programs for members of the Jewish Community in Montreal.

This funding is made available to promote the recognition and validation of non-profit, community-based, often grassroots, organizations whose mandate includes serving a segment of the Jewish population of Montreal, developing a sense of communal bond and shared responsibility between FCJA and these organizations.

#### Criteria for eligibility:

- Applicant is a community-based non-profit organization. The organization must provide proof of its charitable status with a charitable registration number.
- Federation CJA's affiliated agencies are not eligible, nor is a program being offered under the auspices of such an agency.
- An evaluation protocol that includes written records of pre-determined, measurable outcomes or impact on the target population must exist.
- Grants awarded by Federation CJA may not exceed 20% of the total annual budget of the applicant.
- Funding must be for specific activities rather than operational expenses, and may not be for Capital purchases, conventions, travel, research activities, brochures and other publications.
- The funded program serves a segment of the Jewish population in Quebec and meets a critical need for an underserved population or geographical area.
- Applicant has a written mission statement, defined strategic objectives and demonstrates the uniqueness of its program by specifying its niche of impact.
- Applications must be properly completed and submitted no later than the specified deadline.



### **Requirements and expectations:**

The expectations and obligations of the grant recipient and of Federation CJA will be agreed on by the parties in each instance and set out in a Funding Agreement. The following explains the general expectations and requirements for all recipients of community grants:

- The recipient discloses all sources of funding and ensures complete transparency. It actively communicates its status as a beneficiary of funding from Federation CJA to its donors by, for example, crediting Federation CJA for its contribution to the funded program in any publication in which the program or recipient is featured.
- Budget actuals are required on annual basis. The recipient submits its actual expenses for the funded initiative or program, allowing Federation CJA to assess the percentage that the grants represent in the total recipient organizations' budgets.
- Site visits could take place before and after a final granting decision.
- Funding awarded is not a commitment by Federation CJA for continued financial support, and will be subject to a tri-annual review process. It is recommended that recipients use Federation CJA support as leverage to gain other sources of revenue.
- Recipients will collaborate with Federation CJA, specifically by providing Strategic Planning and Community Relations with information regarding relevant outputs, impact stories and programmatic information as requested. It is understood that this information will be used by Federation CJA in a variety of ways, in particular for use in our communication and marketing materials.